SDSU Geography Department

Master’s Student Handbook

Fall 2019
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Overview of the Master’s Program

Graduate study at San Diego State University has long been characterized by a close, collegial working relationship between students and faculty. A flexible curriculum, complemented by careful advising, permits the Department to design a program tailored to the educational goals of each master’s candidate. San Diego State University now offers three Geography degrees at the master’s level: Master’s of Arts (MA) in Geography, Master’s of Science in Geographic Information Science (MS-GIS), and Master’s of Science in Watershed Science (MS-WS).

All three degree programs consist of two main components: coursework, and a thesis, which includes a proposal, proposal defense, final defense, and final thesis document. The thesis research is guided by a Thesis Advisor and a three-member thesis committee. The thesis is considered the main focus of the program, and provides training in how to produce geographic knowledge and how to present that knowledge professionally in oral and written form.

For more information regarding requirements and student’s responsibilities, check the graduate bulletin: http://arweb.sdsu.edu/es/catalog/bulletin/

Timeline of Events
The following is a rough timeline illustrating the stages a student should reach in order to complete the program within two years.

Fall Year One

- Classes: GEOG 701 and three (3) or six (6) additional units (be sure to have 15 units in Year One)
- Work toward thesis: Research ideas; Literature research; Advisor meetings

Winter Break Year One

- Work towards thesis: Continue with research ideas and literature reviews

Spring Year One

- Classes: GEOG 700 and three (3) or six (6) additional units (be sure to have 15 units in Year One)
- Write research proposal using GEOG 700 and advisor input
- **Administrative:**
  - File a signed **Program of Study** form with Graduate Coordinator by April 15.
  - **File Progress Report Form** (must be filed to continue in the program/receive assistantship); and
  - If you defend your proposal in the Spring semester, file the **Proposal defense form** (found on the Department’s website)
  - If taking special studies courses (797 or 798), complete **Special Studies Agreement**

**Summer Break**
- Work towards thesis: Begin thesis research; Begin writing

**Fall Year Two**
- Classes: Six (6) or nine (9) units (must total 15 units in Year Two)
  **Note:** some scholarships require that you be “full time enrolled”, which means that you must enroll in either 9.0 units OR in at least one unit of GEOG 799 in *both* fall and spring semesters. If you do not follow this during registration, you could lose the scholarship. This is only for certain scholarships (McFarland, Greenwood, etc), not for GA or TA appointments.**

- **Work towards thesis:** Continue thesis research; meet with Thesis Advisor
- **Administrative:**
  - Review POS to make sure it matches the courses you are taking.
  - **File Thesis Committee Form,** obtained from Graduate Division.
  - **File IRQ form** if doing research involving human subjects. Consult your Thesis Advisor for details.
  - **Confirm on webportal** that you have Advanced to Candidacy (12 units of program completed, GPA ≥ 3.0, and POS approved by University).
  - If taking special studies courses (797 or 798), complete **Special Studies Agreement** with your main thesis advisor.
  - **Complete proposal and defense (and defense form)** if not completed in Year One

**Winter Break Year Two**
- Continue thesis research and writing

**Spring Year Two**
- Classes: GEOG 799A and three (3) or six (6) additional units
• Complete thesis research; Complete thesis; Advisor meetings

• **Administrative:**
  - Review POS to make sure it matches the courses you are taking
  - If taking special studies courses (797 or 798), complete **Special Studies Agreement** with your Thesis Advisor.
  - Apply/file for graduation
  - Complete thesis according to revisions suggested by committee
  - After defending thesis and finalizing the thesis document, fill out **Report on Final Thesis Defense Form** (file with Graduate Division) and **Completion of Thesis in Approved Format** (file with Department)
  - File Thesis with Montezuma Publishing
  - Graduate!

**Summer Continuation (if necessary)**

• Classes: GEOG 799B

• Work towards thesis: Complete thesis research; Complete thesis

• **Administrative:**
  - Apply/file for graduation
  - Complete thesis according to revisions suggested by committee
  - After defending thesis and finalizing the thesis document, fill out **Report on Final Thesis Defense Form** (file with Graduate Division) and **Completion of Thesis in Approved Format** (file with Department)
  - File Thesis with Montezuma Publishing
  - Graduate!

***PLEASE PROVIDE GRADUATE COORDINATOR WITH COPIES OF ALL FORMS SENT TO GRADUATE DIVISION***

The department expects full-time students to complete the program within two years. Seven years is the maximum time allowed for completion of all degree requirements.

**Notes Regarding ALL (M.A. and M.S.) Graduate Courses**

1. Some courses are only offered in the fall, some only in the spring, and some in alternate years.

2. Students may take additional courses that are not on their Program of Study; these courses will appear on a student’s transcript but are not required for graduation.
3. Grade point average (GPA) of at least 3.0 must be maintained in all courses listed on the POS as well as all courses (300 level and above) taken at SDSU. If an individual's GPA is below 3.0, they are at risk of losing their assistantship. A GPA of at least 2.85 must be maintained in all courses on the graduate record in order to graduate. If a student receives a grade below 2.85 on a course in the POS, they must repeat that course or a close equivalent.

4. When taking Special Study and/or Research Courses (797 or 798), you must complete the Department of Geography's Special Study/Research Registration form. If you do not complete the form, you will not receive credit for your course.

<table>
<thead>
<tr>
<th>Table 1: List of forms in chronological order, where to obtain them, and where to turn them in.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Form name</strong></td>
</tr>
<tr>
<td>Program of Study Form</td>
</tr>
<tr>
<td>Petition for Adjustment of Academic Requirements</td>
</tr>
<tr>
<td>Thesis Proposal Defense</td>
</tr>
<tr>
<td>Appointment of Thesis Committee Signature Form</td>
</tr>
<tr>
<td>Thesis Signature Page</td>
</tr>
<tr>
<td>Completion of Thesis in Approved Format</td>
</tr>
<tr>
<td>Report of Final Exam or Thesis Defense</td>
</tr>
<tr>
<td>Thesis document</td>
</tr>
</tbody>
</table>

* eForms are available and turned in at: https://grad.sdsu.edu/grad_advisors/eforms
Milestones of the Master's Degree

Program of Study
The first official step on the road to the Master's degree is to file a Program of Study (POS), which is a list of courses that constitutes a contract between the student and the University indicating which classes the student will take to complete the requirements for his/her Master's degree. Before completing the POS, students should meet with their thesis advisor to discuss options.

After completing the POS form (found on the Geography Department website), students have the form signed by their thesis advisor, and then turn in the form to the Geography Graduate Advisor. Then, the Graduate Coordinator will submit the POS on-line.

The most common reasons for rejection of the POS are 1) more than thirty units are listed and 2) failure to include all the “catalog requirements.” Catalog requirements are courses that are listed as required in the annual SDSU Graduate Bulletin. (Review the catalog specifically for your degree: MA, MS-GIS, or MS-WS).

Subsequent changes to the POS can be made using the “Petition for Adjustment of Academic Requirements” form available on the Graduate Division website (https://grad.sdsu.edu/current_grad_students/forms). Please note: courses that have been included in the POS and have already been completed cannot be removed. If you believe you will be taking courses not on your POS during the semester, please make sure to submit a change form as soon as possible. When requesting to change your POS, please resubmit a revised POS form as well.

The Departmental POS form, signed by both the thesis advisor and the Graduate Advisor, should be submitted to the Department Coordinator by April 15th of your first year. Students holding department assistantships will not have their assistantships renewed unless their POS forms have been turned in.

Advancement to Candidacy
When 12 or more units from the student’s POS have been completed with an average GPA of B (3.0) or better, students are eligible for Advancement to Candidacy for the Master’s Degree. After Advancing to Candidacy, students should obtain a Thesis Committee Packet from Graduate Division.

The official Appointment of Thesis/Project Committee Signature Form can be obtained only from the Graduate Division and must be signed by all Thesis Committee members and the Graduate Advisor, and filed with the Graduate
Division. Please note the **form has two parts**, including a **copyright agreement** with your thesis chair. You **must** fill out the form **completely** or the paperwork will be delayed. All students must also fill out the **IRQ form** found on Graduate Division’s Research Affairs website.

Once the student has filed their committee form, they are eligible to enroll for three units of Master’s thesis research (799A) in spring of their second year. The **schedule number for 799A may be obtained from the Graduate Division only after the Thesis/Project Committee Signature Form has been approved.** You may either walk over to Graduate Division or call their office to receive the schedule number.

*Note that enrollment in 799A or 799B (thesis research extension) is considered a full course load for veteran’s benefits, Navy Contract employment, and student financial aid. A letter to this effect can be obtained from the Graduate Advisor and the Graduate Division and Research.*

**Thesis Proposal**

After selecting a Thesis Committee Chair and Committee (form obtained from Graduate Division), a thesis proposal is needed that outlines the planned research project. This process is generally started fall of the student’s first year and continued in GEOG 700 (offered in the Spring).

Some students apply for clearance from the University's Institutional Review Board (IRB) (or IACUC for animal research) before the proposal meeting, and then submit amendments (if needed) after the proposal meeting. Another option is to apply for IRB approval after the proposal meeting. **For those doing research involving human subjects, advancement to candidacy cannot occur until IRB or IACUC paperwork has been submitted.** Consult your Thesis Advisor for details.

**Thesis Proposal and Defense**

The Thesis Proposal Defense occurs after the proposal has been thoroughly critiqued and approved by the Thesis Advisor. It is an official defense that includes a meeting of **all** the committee members. Following the successful defense of the thesis proposal, **all** the committee must also sign the proposal defense form. Per department rules, the thesis proposal has a 10-page maximum limit.

**Thesis Document, Presentation and Defense**

The student prepares a final thesis document in consultation with the Thesis Advisor. The Department of Geography has its own guidelines for formatting of the thesis. Please consult your Thesis Advisor for details. Some formatting suggestions and MS Word Templates are available at:
Upon approval by the Thesis Advisor, the student arranges a time for the Thesis Presentation and Defense. Then, the thesis document is distributed to each member of the Thesis Committee, ideally at least two weeks in advance of the Thesis Presentation and Defense. When all members agree that the thesis is ready for the presentation and defense, it is the student’s responsibility to consult the Department of Geography Graduate Coordinator to schedule a room for the Presentation and Defense, and if needed, arrange for a laptop computer and projector with the Department of Geography office.

The thesis presentation and defense involves two-steps. First is the presentation to the department (not to exceed 30 minutes) followed by a brief question and answer section. Afterward, the thesis committee meets with the student for the defense. Following the defense, the committee provides a recommendation on both the defense (pass/fail) and the thesis document (no revision needed, minor revisions, major revisions, fail).

**Final Thesis Document Preparation**

Once the revised thesis document has been approved by the Thesis Advisor, the Thesis Advisor signs the Thesis Signature Page and the Completion of Thesis in Approved Format and the student takes that form to the Graduate Advisor. The Report of Final Examination or Thesis Defense is then signed by Graduate Advisor and submitted to Graduate Division online. The student then turns in a pdf of the final thesis document and Thesis Signature Page in to Montezuma Publishing.

**Critical Deadlines and Graduation**

Graduation is not automatic upon filing the thesis. Students need to obtain an application for graduation from the Graduate Division office, submit it to the cashier’s office and pay the required fee. **You must apply for graduation early in the semester in which you plan to graduate, and you must be registered in 799 (A or B) in the semester in which you plan to graduate. Check the current Graduate Bulletin for deadlines.**

**Summer Graduation:** If graduation in May of the second year is not possible, you must:

1. Re-apply for graduation.
2. If you have completed all courses in your POS, you must register for at least one
unit of 799B in the semester in which you plan to graduate.

*Note: If you still have coursework remaining on your POS as of the summer of your second year, you must be continuously enrolled until those courses are completed, but you may apply for a leave of absence for 1 (and only one) semester. You must apply for the leave on WebPortal *before* the semester that you will take the leave, or you will be withdrawn from the program and would need to reapply. For more information, see the Leaves of Absence section of the Graduate Bulletin.*

The deadlines for filing for graduation, and for filing the thesis manuscript change each semester. The dates are published in each semester's class schedule and the Graduate Bulletin, and are on: http://www.montezumapublishing.com/thesis1/ThesisDeadlines.aspx

***Walking at Commencement: Only students that will be defending their thesis no later than the end of the summer are permitted to walk at Commencement. If they have not completed the thesis defense by the end of the semester, they are required to get the approval of the Thesis Advisor, indicating they will finish by the end of the summer.***

**Summary of Student Responsibilities**

*It is the student's responsibility to take care of the following:*

- Read the SDSU Graduate Bulletin for any graduate student requirements.
- Notify the Department as well as Admissions and Records of any changes in name, address, e-mail or phone number.
- Keep overall GPA at 3.0 or above.
- Fulfill course requirements for specialization (M.A. or M.S.).
- File the paperwork for your POS and obtain approval to change it, if necessary.
- Select a Thesis Committee, and do the paperwork involved.
- If applicable, file the paperwork and obtain approval from IRB (Institutional Review Board) before collecting data for your thesis.
- Successfully defend your proposal, and conduct your thesis research.
- Write up your thesis in an appropriate format and successfully defend it.
- Know the required steps and forms to be completed for the thesis.
- Obtain forms and signatures for all steps of the thesis.
- File for graduation early in the semester in which you plan to graduate.
Forms

The forms below may be found either on the geography department website or on the graduate division website. Please check the appropriate website for the latest edition of each form.

*Please give the Graduate Programs Coordinator copies of all forms submitted*
### Program of Study Master of Arts

Geography Department  
MA program  
Program of Study (POS)

**NAME:** ________________________________________________  **RED ID:** _______________________

<table>
<thead>
<tr>
<th>Year, semester</th>
<th>Course #</th>
<th>Description</th>
<th>Units</th>
<th>A-Units</th>
<th>B-Units</th>
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<td>Y1F</td>
<td>701</td>
<td>Sem: Development of Geographic Thought</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Y2S</td>
<td>700</td>
<td>Sem: Geographic Research Design</td>
<td>3</td>
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<tr>
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**TOTALS:**

<table>
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<th>Total units</th>
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<tbody>
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<td>A: Geography Units</td>
<td>Min = 24</td>
</tr>
<tr>
<td>B: 600/700 Units</td>
<td>Min = 18</td>
</tr>
</tbody>
</table>

*Note: No more than 6 combined units of 797 and 798.*

*GEOG 700, 701, AND 799A ARE REQUIRED*

Students with state-funded GA or TAships should have 6 units one semester and 9 the other for both years.

________________________________________________________________________________________________________

Student Signature ____________________________ Date ________________

________________________________________________________________________________________________________

Thesis Advisor signature ____________________________ Date ________________

________________________________________________________________________________________________________

Graduate Advisor signature ____________________________ Date ________________
### Sample 1

#### Geography Department

**MA program**  
**Program of Study (POS)**

NAME: ___________________________________________  RED ID: __________________

<table>
<thead>
<tr>
<th>Year</th>
<th>Course #</th>
<th>Description</th>
<th>Units</th>
<th>A-Units</th>
<th>B-Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y1F</td>
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<td>Sem: Geographic Research Design</td>
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<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Y1F</td>
<td>573</td>
<td>Population and Environment</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Y1S</td>
<td>701</td>
<td>Sem: Development of Geographic Thet</td>
<td>3</td>
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</tr>
<tr>
<td>Y1S</td>
<td>760</td>
<td>Sem: Spatial Demography</td>
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**TOTALS:** 30  27  24

Note: No more than 6 combined units of 797 and 798.  
*GEOG 700, 701, AND 799A ARE REQUIRED*  
Students with state-funded GA or TAships should have 6 units one semester and 9 the other for both years.

_________________________  ________________________________________________________________________________
Student Signature  Date

_________________________  ____________________________
Thesis Advisor signature  Date

_________________________  ____________________________
Graduate Advisor signature  Date
Sample 2

Geography Department  
MA program  
Program of Study (POS)

NAME: _______________________________________________  RED ID: __________________

<table>
<thead>
<tr>
<th>Year, sem</th>
<th>Course #</th>
<th>Description</th>
<th>Units</th>
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<th>B-Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y1F</td>
<td>701</td>
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<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Y1F</td>
<td>C P 640</td>
<td>Sem: Urban Plan Theory</td>
<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>Y1S</td>
<td>700</td>
<td>Sem: Geographic Research Design</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Y1S</td>
<td>760</td>
<td>Sem: Children, Youth &amp; Family</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Y1S</td>
<td>573</td>
<td>Population and Environment</td>
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<td>Y2F</td>
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<td>799A</td>
<td>Thesis</td>
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</tbody>
</table>

**TOTALS:** 30 24 24

Note: No more than 6 combined units of 797 and 798. Students with state-funded GA or TAships should have 6 units one semester and 9 the other for both years.

_____________________________________________________________________________________________________

Student Signature  
Date

_____________________________________________________________________________________________________

Thesis Advisor signature  
Date

_____________________________________________________________________________________________________

Graduate Advisor signature  
Date
Program of Study Master of Science GIScience

Geography Department
MS-GIScience
Program of Study (POS)

NAME: ___________________________________________  RED ID: __________________

<table>
<thead>
<tr>
<th>Year, sem</th>
<th>Course #</th>
<th>Description</th>
<th>Units</th>
<th>A-Units</th>
<th>B-Units</th>
<th>C-Units</th>
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<tbody>
<tr>
<td>Y1F</td>
<td>701</td>
<td>Sem: Development of Geographic Tht</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Y1S</td>
<td>700</td>
<td>Sem: Geographic Research Design</td>
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<td>Thesis</td>
<td>3</td>
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</tbody>
</table>

**TOTALS:**

| Total units | 30 | A: Geography Units | Min = 24 | B: 600/700 Units | Min = 15 | C: 581-585
|             |    | 589, 591-594, 683-688L, 780 | Min = 15 |

Notes: No more than 6 combined units of 797 and 798.
*GEOG 700, 701, AND 799A are required courses for the degree*
**You may petition to have a course counted toward C units provided the material is applicable toward your concentration.

Students with state-funded GA or TAships should have 6 units one semester and 9 the other for both years.

________________________________________________________________________________________________________

Student Signature                                Date

________________________________________________________________________________________________________

Thesis Advisor signature                        Date

________________________________________________________________________________________________________

Graduate Advisor signature                      Date

15
Sample 1

Geography Department
MS-GIScience
Program of Study (POS)

NAME:___________________________________  RED ID:__________________________

<table>
<thead>
<tr>
<th>Year, sem</th>
<th>Course #</th>
<th>Description</th>
<th>Units</th>
<th>A-Units</th>
<th>B-Units</th>
<th>C-Units</th>
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<tbody>
<tr>
<td>Y1F</td>
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<td>Sem: Development of Geographic Thought</td>
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<tr>
<td>Y1F</td>
<td>591</td>
<td>Int. Remote Sensing of Environment</td>
<td>3</td>
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<tr>
<td>Y1S</td>
<td>700</td>
<td>Sem: Geographic Research Design</td>
<td>3</td>
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<tr>
<td>Y1S</td>
<td>589</td>
<td>GIS Decision Support Methods</td>
<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>Y1S</td>
<td>798</td>
<td>Special Study</td>
<td>3</td>
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<tr>
<td>Y2F</td>
<td>683</td>
<td>Adv. Geographic Info Systems</td>
<td>3</td>
<td>3</td>
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<td></td>
<td>683L</td>
<td>Geog. Info Systems Lab**</td>
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<td>1</td>
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<tr>
<td>Y2F</td>
<td>780</td>
<td>Sem: Knowledge Visualizaiton</td>
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<td>Y2S</td>
<td>CS 514</td>
<td>Database Theory Implementation</td>
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<tr>
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<td>799A</td>
<td>Thesis</td>
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<td>TOTALS:</td>
<td></td>
<td></td>
<td>30</td>
<td>27</td>
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<td>15</td>
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Notes: No more than 6 combined units of 797 and 798.
*GEOG 700, 701, AND 799A are required courses for the degree*
**You may petition to have a course counted toward C units provided the material is applicable toward your concentration.**
Students with state-funded GA or TAships should have 6 units one semester and 9 the other for both years.

________________________________________________________________________________________________
<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Thesis Advisor signature</td>
<td>Date</td>
</tr>
<tr>
<td>Graduate Advisor signature</td>
<td>Date</td>
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</table>

Total units 30
A: Geography Units Min = 24
B: 600/700 Units Min = 15
C: 581-585 Min = 15
589, 591-594
683-688L
780
### Sample 2

**Geography Department**  
**MS-GIScience**  
**Program of Study (POS)**

NAME: ___________________________________ RED ID: ____________________

<table>
<thead>
<tr>
<th>Year, sem</th>
<th>Course #</th>
<th>Description</th>
<th>Units</th>
<th>A-Units</th>
<th>B-Units</th>
<th>C-Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y1F</td>
<td>701</td>
<td>Sem: Development of Geographic Thought</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
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<tr>
<td>Y1F</td>
<td>C P 660</td>
<td>City Planning &amp; GIS Apps</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Y1S</td>
<td>700</td>
<td>Sem: Geographic Research Design</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Y1S</td>
<td>780</td>
<td>Participatory GIS</td>
<td>3</td>
<td>3</td>
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<td>Y1S</td>
<td>596</td>
<td>Data Management for GIS</td>
<td>3</td>
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<tr>
<td>Y2F</td>
<td>592</td>
<td>Int. Remote Sensing</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Y2F</td>
<td>592L</td>
<td>Int. Remote Sensing Lab</td>
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<td>Y2F</td>
<td>797</td>
<td>Research</td>
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<tr>
<td>Y2S</td>
<td>780</td>
<td>Sem: Web Mapping Social Media</td>
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<td>Adv. Remote Sensing</td>
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<td>799A</td>
<td>Thesis</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<td>30</td>
<td>27</td>
<td>23</td>
<td>16</td>
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</tbody>
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Notes: No more than 6 combined units of 797 and 798.  
*GEOG 700, 701, AND 799A are required courses for the degree*  
**You may petition to have a course counted toward C units provided the material is applicable toward your concentration.**  
Students with state-funded GA or TAships should have 6 units one semester and 9 the other for both years.

---

**Student Signature**  
**Date**

---

**Thesis Advisor signature**  
**Date**

---

**Graduate Advisor signature**  
**Date**
# Program of Study Master of Science Watershed Science

## Geography Department

**MS-Watershed Science**  
**Program of Study (POS)**

NAME: ____________________________  RED ID: ___________________

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<th>Units</th>
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<th>B-Units</th>
<th>C-Units</th>
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<tbody>
<tr>
<td>Y1F</td>
<td>701</td>
<td>Geographic Thought (required)</td>
<td>3</td>
<td>3</td>
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<tr>
<td></td>
<td>511</td>
<td>Hydrology and Global Environmental Change (required)</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Y1S</td>
<td>700</td>
<td>Geographic Research Design (required)</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td></td>
<td>799A</td>
<td>Thesis (Required)</td>
<td>3</td>
<td>3</td>
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</table>

### Notes:

- No more than 6 combined units of 797 and 798. GEOG 511, 700, 701 and 799A are required courses for the degree; if you have taken 511 you should take another methods course.
- You may petition to have a course counted toward C units provided the material is applicable toward your concentration. **

Students with state-funded GA or TAships should have 6 units one semester and 9 the other for both years.

---

**Student Signature**  
**Date**

**Thesis Advisor signature**  
**Date**

**Graduate Advisor signature**  
**Date**
## Sample 1

**Geography Department**  
**MS-Watershed Science**  
**Program of Study (POS)**

NAME:__________________________________________________  
RED ID:__________________________

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<td>Surface Water Hydrology</td>
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<tr>
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<tr>
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<td>Quan Method Geog Research</td>
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<tr>
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<td>589</td>
<td>GIS Decision Support Methods</td>
<td>3</td>
<td>3</td>
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</tr>
<tr>
<td>Y2S</td>
<td>780</td>
<td>Sem: Environmental Modeling</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Y2S</td>
<td>799A</td>
<td>Thesis (Required)</td>
<td>3</td>
<td>3</td>
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</table>

**TOTALS:**  
30  
24  
21  
12

**Note:** No more than 6 combined units of 797 and 798. GEOG 511, 700, 701 and 799A are required courses for the degree; if you have taken 511 you should take another methods course.  
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Students with state-funded GA or TAships should have 6 units one semester and 9 the other for both years.

---

**Student Signature**  
Date

**Thesis Advisor signature**  
Date

**Graduate Advisor signature**  
Date
Petition for Academic Adjustment

San Diego State University
Division of Graduate Affairs
SSE 1410  (619) 594-5213

Petition for Adjustment of Academic Requirements for the Master’s Degree

(TYPE OR PRINT CLEARLY)

RED ID

Degree (e.g., MA, MS, MBA)  Major (and concentration/specialization, if applicable)

Last Name  First  MI

Street Address  Apt. #

City  State  Zip Code  Telephone No.

STUDENT REQUEST
State request and provide explanation/reason for request. For example, if modifying your Official Program of Study indicate course(s) to be added/dropped, specify deadline extension for incomplete(s), list course(s) added to improve GPA on your Official Program of Study, list additional units to replace expired units, and list course repeat(s).

_______________________  ____________________________
Student Signature  Date

DEPARTMENT OR SCHOOL
☐ Approved  ☐ Denied

Comments

Graduate Adviser (Print Name)  Signature of Graduate Adviser  Date

DIVISION OF GRADUATE AFFAIRS
☐ Approved  ☐ Denied

Comments

Graduate Dean/Designee Signature  Date

Form found on Graduate Division Website:
http://newscenter.sdsu.edu/gra/adjust_academic_requirements.aspx?
Sample 1

San Diego State University
Division of Graduate Affairs
SSE 1410  (619) 594-5213

Petition for Adjustment of Academic Requirements for the Master’s Degree

(TYPE OR PRINT CLEARLY)

RED ID

Degree (e.g., MA, MS, MBA) Major (and concentration/specialization, if applicable)

Last Name First MI

Street Address Apt.#

City State Zip Code Telephone No.

STUDENT REQUEST
State request and provide explanation/reason for request. For example, if modifying your Official Program of Study indicate course(s) to be added/dropped, specify deadline extension for incomplete(s), list course(s) added to improve GPA on your Official Program of Study, list additional units to replace expired units, and list course repeat(s).

Drop GEOG 740. Add GEOG 760 to Program of Study.

Student Signature Date

DEPARTMENT OR SCHOOL
☑ Approved ☐ Denied

Comments

GEOG 760 has more appropriate content.

Allen Hope
Graduate Adviser (Print Name) Signature of Graduate Adviser Date

DIVISION OF GRADUATE AFFAIRS
☐ Approved ☐ Denied

Comments

Graduate Dean/Designee Signature Date

Protected Level 2 Document – If found, please return form to the Division of Graduate Affairs

~ CHECK YOUR WEBPORTAL FOR UPDATES TO YOUR STUDENT RECORDS ~
Petition for Adjustment of Academic Requirements for the Master’s Degree

(TYPE OR PRINT CLEARLY)

RED ID

Degree (e.g., MA, MS, MBA)  Major (and concentration/specialization, if applicable)

Last Name  First  MI

Street Address

City  State  Zip Code  Telephone No.

STUDENT REQUEST
State request and provide explanation/reason for request. For example, if modifying your Official Program of Study indicate course(s) to be added/dropped, specify deadline extension for incomplete(s), list course(s) added to improve GPA on your Official Program of Study, list additional units to replace expired units, and list course repeat(s).

Add GEOG 596: GIS Programming with Python to core requirement for M.S. GIS Degree.

Student Signature  Date

DEPARTMENT OR SCHOOL
☒ Approved  ☐ Denied

Comments

GEOG 596: GIS Programming with Python satisfies core requirement. Material is appropriate.

Allen Hope

Graduate Adviser (Print Name)  Signature of Graduate Adviser  Date

DIVISION OF GRADUATE AFFAIRS
☐ Approved  ☐ Denied

Comments

Graduate Dean/Designee Signature  Date

Protected Level 2 Document – If found, please return form to the Division of Graduate Affairs

~ CHECK YOUR WEBPORTAL FOR UPDATES TO YOUR STUDENT RECORDS ~
Department of Geography Special Study/Research Registration Form

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<td>Geography 798 Special Study</td>
<td>1 □ 2 □ 3 □</td>
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<tr>
<td>Geography 890 Ind. Study Doc.</td>
<td>1 □ 2 □ 3 □ 6 □</td>
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<tr>
<td>Geography 897 Doc. Research</td>
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<tr>
<td>Geography 899 Doc. Dissertation</td>
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Semester ______________________

Name ______________________________

Last __________________ First __________________ MI __________________

Email ____________________________

Red ID # __________________________

Telephone _________________________

Home ____________________________

Cell/Work ________________________

Title of Project __________________

BRIEF OUTLINE OR ASSIGNMENTS TO BE COMPLETED

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Approval: __________________________

Supervising Faculty Signature __________________ Date __________

Student Signature __________________ Project _______________________

Grade: *RP (Incomplete) □ Credit □ No Credit □

*Student and Faculty member must complete an Incomplete Agreement Form before assigning the RP grade.
Completion of Thesis Proposal Defense

Geography Department  
Master’s Program

Completion of Thesis Proposal Defense

<table>
<thead>
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<th>Last Name</th>
<th>First</th>
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Thesis Title

Date of Proposal Defense (Month, Day, Year)

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<tr>
<th>Committee</th>
<th>Name</th>
<th>Signature</th>
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<tr>
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<tr>
<td>Second Member</td>
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<td>Third Member</td>
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<tr>
<td>Additional Member (if applicable)</td>
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</table>
Completion of Thesis in Approved Format

Geography Department
Master’s Program

COMPLETION OF THESIS IN APPROVED FORMAT

NAME:

__________________________________________

THESIS TITLE:

__________________________________________

__________________________________________

__________________________________________

The above thesis has been completed and formatted in its final form for submission to Montezuma Publishing:

_________________________     ____________
Student Signature           Date

_________________________     ____________
Thesis Advisor Signature    Date

***IN ORDER TO HAVE THE GRADUATE ADVISOR SIGN THE REPORT OF FINAL EXAMINATION(S) OR THESIS DEFENSE FORM, YOU MUST HAVE THIS FORM COMPLETED***

Source:
Financial Aid and Scholarships

Master's level students are eligible to apply for four Geography Scholarships that reward excellent academic progress and/or achievements, including but not limited to:

- Alvena Storm Memorial Scholarship (for all Master's students)
- McFarland Scholarship (demonstrated financial need is an additional requirement of this scholarship)
- Ned H. Greenwood Award Scholarship (for Master’s students specializing in physical geography)
- William & Vivian Finch Scholarship (for Master's students with interests in remote sensing)

These scholarships are competitive and are administered through the Office of Financial Aid and Scholarships (OFAS). The scholarships have different requirements and students are required to submit a separate application for each scholarship they wish to be considered.

Scholarship applications are typically due early in the spring semester and the winners are announced towards the end of the academic year. Awards are often disbursed to students by OFAS at the beginning of the next academic year (fall semester). Technically this means that Master's level students should apply for these scholarships during their first year in the program, so that they can benefit from the scholarship during their second year. For more information on SDSU Scholarships, please visit their website: https://studentaffairs.sdsu.edu/faodad/webss$scholarshipSearch

In addition, the department offers a number of scholarships-awards, including awards for students with interests in GIS, Cartography, Children and Social Geography, and Human Geography. The department also offers one or awards that recognize students’ service and citizenship to the department. These awards are administered internally, and do not require an application to OFAS or to the department. Deserving students are selected by deliberation and a vote of the entire faculty in the department. These awards are made possible by generous yearly contributions and gifts from donors; availability may vary from year to year.

A number of funding opportunities are highlighted on the Graduate Division website http://grad.sdsu.edu/funding/funding_opportunities. Of particular note: Graduate Equity Fellowship applications are due September 14, 2018. This is a fellowship for Master’s students who are California residents, have a 3.00 GPA, and demonstrate a financial need. Please direct eligible students to this web page to obtain an application.
Contact Information

**Graduate Advisor for the Master’s Program**

Dr. Trent Biggs  
594-0902*  
tbiggs@sdsu.edu

**Graduate Administrative Coordinator**

Candra Young  
594-8555  
candra.young@sdsu.edu

**Other Resources**

Admissions and Records  
594-6871

Campus Information  
594-6551

Disabled Student Services  
594-6473

Financial Aid  
594-6323

Graduate Division  
594-5213

Housing Information  
594-5742

International Student Center  
594-1982

Student Financial Services  
594-6422

*For general questions or concerns, please email the Graduate Administrative Coordinator or Graduate Advisor.*