

SDSU GEOGRAPHY DEPARTMENT

MASTER'S STUDENT HANDBOOK

FALL 2025



Table of Contents

Overview of the Master's Program	3
Timeline of Events	3
Fall Year One.....	3
Winter Break Year One.....	3
Spring Year One.....	3
Summer Break.....	4
Fall Year Two.....	4
Winter Break Year Two.....	4
Spring Year Two.....	4
Summer Continuation (if necessary)	5
Notes Regarding ALL (M.A. and M.S.) Graduate Courses	5
Milestones of the Master's Degree	6
Program of Study.....	6
Advancement to Candidacy.....	7
Thesis Proposal	7
Thesis Proposal and Defense	8
Thesis Document, Presentation and Defense	8
Final Thesis Document Preparation	8
Critical Deadlines and Graduation	9
Summary of Student Responsibilities	9
Forms	11
Program of Study Master of Arts	12
Sample 1.....	13
Sample 2.....	14
Program of Study Master of Science GIScience	15
Sample 1.....	16
Sample 2.....	17
Program of Study Master of Science Watershed Science	18
Sample 1.....	19
Sample 2.....	20
Petition for Academic Adjustment	21
Sample 1.....	22
Sample 2.....	23
Department of Geography Special Study/Research Registration Form	24
Completion of Thesis Proposal Defense	25
Completion of Thesis in Approved Format	26
Financial Aid and Scholarships	27
Contact Information	28

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 university catalog: <https://catalog.sdsu.edu/>

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.
 - 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.
 - **Submit PAAR form** to apply any classes listed on my.SDSU degree evaluation as “Not applied to program of study”
 - **Confirm on my.SDSU** that you have sufficient classes to Advance to Candidacy (12 units of program completed, GPA $\geq$ 3.0).
 - **Submit the Advanced to Candidacy form** at <https://sdsuedu.sharepoint.com/sites/GRA/GA/SitePages/Forms.aspx>
 - **File IRQ form** if doing research involving human subjects. Consult your Thesis Advisor for details.
 - **File Thesis Committee Form**, obtained from Graduate Division.
 - 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)
 - Submit the [SDSU Master's Thesis Submission Form](#) to **Montezuma Publishing**.
 - Email Montezuma Publishing with any questions about thesis submission or graduate publishing at thesis@aztecmail.com. See [Montezuma Publishing for details](#).
 - 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)
 - Submit the [SDSU Master's Thesis Submission Form](#) to **Montezuma Publishing**.
 - Email Montezuma Publishing with any questions about thesis submission or graduate publishing at thesis@aztecmail.com. See [Montezuma Publishing for details](#).
 - 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.

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 SDSU catalog. (Review the catalog specifically for your degree: MA, MS-GIS, or MS-WS).

Subsequent changes to the POS can be made by **resubmitting a revised POS form** to the Department Coordinator.

Many elected classes will not automatically be applied to your degree evaluation in my.SDSU. You can check this by logging to My.SDSU and clicking on the Degree Evaluation tile. From there, enter your Red ID and follow the instructions until you are able to Run Audit. If there are courses listed in the 'Courses Not Applied to Program of Study' section that were approved on your POS, then click on the 'Submit PAAR' button and fill out the PAAR form. Your PAAR must be specific and include the names of which courses you are requesting to remove and which section you want to move it to. EXAMPLE: *Move GEOG 688 from Courses not applied to Program of Study to Approved Electives.*

Please note: courses that have been included in the degree evaluation and have already been completed cannot be removed.

The POS form should be submitted to the Graduate Programs 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, and applied to the degree evaluation using a PAAR form as explained above, students are eligible for Advancement to Candidacy for the Master's Degree. To do this, submit the Advanced to Candidacy form - <https://grad.sdsu.edu/current-students/onbase-forms-student-user-guide.pdf>

Thesis committee packet

After Advancing to Candidacy, students should complete their Thesis Committee Packet. The Graduate Advisor will send the thesis committee form to all second year Masters students during the fall semester. This form must be completed with the names of all committee members and then emailed to the Graduate Advisor, who will forward to Graduate Division. Please note the **form** has several additional documents including a **copyright agreement** with your thesis chair, **IRB approval email** if needed, and the [Petition for Lecturers, Adjuncts, and Outside Experts Without SDSU Affiliation to Serve on Thesis Committees](#) with supporting documents, if needed. These are submitted as separate documents along with the Thesis Committee Approval Form in the same email to the Graduate Advisor. You **must** fill out the form **completely** or the paperwork will be delayed. 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 will be provided by the Graduate Division only after the Thesis Committee Signature Form has been approved.**

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, 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 requirements are available at:

<https://www.montezumapublishing.com/portals/0/docs/SDSU Formatting Guidelines.pdf>

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 Programs Coordinator to circulate for signatures. The **Report of Final Examination or Thesis Defense** is then submitted to Graduate Division online by the Graduate Advisor. The student then submits the [SDSU Master's Thesis Submission Form](#) to **Montezuma Publishing**. Email Montezuma Publishing with any questions about thesis submission or graduate publishing at thesis@aztecmail.com. See [Montezuma Publishing for details](#).

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 my.SDSU *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 "Requirements for Master's Degrees" in the SDSU Catalog.*

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 are on:

<https://grad.sdsu.edu/announcements-and-deadlines>

***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: _____

Year, semester	Course #	Description	Units	A-Units	B-Units
Y1F	701	Sem: Development of Geographic Thought	3	3	3
Y2S	700	Sem: Geographic Research Design	3	3	3
Y2S	799A	Thesis	3	3	3
TOTALS:					

Total units	30
A: Geography Units	Min = 24
B: 600/700 Units	Min = 18

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

GEOG 700, 701, AND 799A ARE REQUIRED

Students with state-funded GA or TAs 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: _____

Year sem	Course #	Description	Units	A-Units	B-Units
Y1F	700	Sem: Geographic Research Design	3	3	3
Y1F	573	Population and Environment	3	3	
Y1S	701	Sem: Development of Geographic Tht	3	3	3
Y1S	760	Sem: Spatial Demography	3	3	3
Y1S	798	Special Study	3	3	3
Y2F	740	Sem: Cultural Migration Studies	3	3	3
Y2F	797	Research	3	3	3
Y2S	WMST 580	Wom. Dev. & Global Economy	3		
Y2S	770	Sem: Political Ecology	3	3	3
Y2S	799A	Thesis	3	3	3
TOTALS:			30	27	24

Total units	30
A: Geography Units	Min = 24
B: 600/700 Units	Min = 18

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: _____

Year, sem	Course #	Description	Units	A-Units	B-Units
Y1F	701	Sem: Development of Geographic Tht	3	3	3
Y1F	C P 640	Sem: Urban Plan Theory	3		3
Y1S	700	Sem: Geographic Research Design	3	3	3
Y1S	760	Sem: Children, Youth & Family	3	3	3
Y1S	573	Population and Environment	3	3	
Y2F	C P 710	Sem: Theories Urban Design	3		3
Y2F	798	Special Study	3	3	3
Y2S	586	Qual Methods Geog Analysis	3	3	
Y2S	740	Sem: Human Geography	3	3	3
Y2S	799A	Thesis	3	3	3
	TOTALS:		30	24	24

Total units	30
A: Geography Units	Min = 24
B: 600/700 Units	Min = 18

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

Students with state-funded GA or TAs ships 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: _____

Year, sem	Course #	Description	Units	A-Units	B-Units	C-Units
Y1F	701	Sem: Development of Geographic Tht	3	3	3	
Y1S	700	Sem: Geographic Research Design	3	3	3	
Y2F						
Y2S	799A	Thesis	3	3	3	
	TOTALS:					

Total units	30
A: Geography Units	Min = 24
B: 600/700 Units	Min = 15
C: 582, 798 (3 units), 797 (1-3 units) (required) and 6 units from 580-585, 589, 591-594, 683-688L, 780	Min = 13

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

GEOG 700, 701, 799A, 582, 798 (3 units), 797 (1-3 units) 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 TAs 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-GIScience Program of Study (POS)

NAME: _____ RED ID: _____

Year, sem	Course #	Description	Units	A-Units	B-Units	C-Units
Y1F	701	Sem: Development of Geographic Thought	3	3	3	
Y1F	582	Introduction to GIS Programming (required)	3	3		3
Y1S	700	Sem: Geographic Research Design	3	3	3	
Y1S	589	GIS Decision Support Methods	3	3		3
Y1S	798	Special Study (required)	3	3	3	3
Y2F	683	Adv. Geographic Info Systems	3	3	3	3
	683L	Geog. Info Systems Lab**	1	1	1	1
Y2F	780	Sem: Knowledge Visualizaiton	3	3	3	3
Y2S	797	Research (required)	3	3	3	3
Y2S	CS 514	Database Theory Implementation	3			
Y2S	799A	Thesis	3	3	3	
	TOTALS:		30	27	21	18

Total units	30
A: Geography Units	Min = 24
B: 600/700 Units	Min = 15
C: 582, 798 (3 units), 797 (1-3 units) (required) and 6 units from 580-585, 589, 591-594, 683-688L, 780	Min = 13

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

GEOG 700, 701, 799A, 582, 798 (3 units), 797 (1-3 units) 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 TAs ships 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
MS-GIScience
Program of Study (POS)**

NAME: _____ RED ID: _____

Year, sem	Course #	Description	Units	A-Units	B-Units	C-Units
Y1F	701	Sem: Development of Geographic Thought	3	3	3	
Y1F	C P 660	City Planning & GIS Apps	3		3	
Y1S	700	Sem: Geographic Research Design	3	3	3	
Y1S	798	Special Study (required)	3	3	3	3
Y1S	596	Data Management for GIS	3	3		3*
Y2F	592	Int. Remote Sensing	3	3		3
Y2F	592L	Int. Remote Sensing Lab	1	1		1
Y2F	797	Research (required)	2	2	2	2
Y2S	780	Sem: Web Mapping Social Media	3	3	3	3
Y2S	582	Introduction to GIS Programming (required)	3	3		3
Y2S	799A	Thesis	3	3	3	
	TOTALS:		30	27	20	18

Total units	30
A: Geography Units	Min = 24
B: 600/700 Units	Min = 15
C: 582, 798 (3 units), 797 (1-3 units) (required) and 6 units from 580-585, 589, 591-594, 683-688L, 780	Min = 13

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

GEOG 700, 701, 799A, 582, 798 (3 units), 797 (1-3 units) 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 TAs 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: _____

Year, sem	Course #	Description	Units	A-Units	B-Units	C-Units
Y1F	701	Geographic Thought (required)	3	3	3	
	582	Introduction to GIS Programming (required)	3	3		
Y1S	700	Geographic Research Design (required)	3	3	3	
Y2S	799A	Thesis (Required)	3	3	3	
	TOTALS:					

Total units	30
A: Geography Units	Min = 21
B: 600/700 Units	Min = 15
C: 582, 798 (3 units), 797 (1-3 units) (required) and 6 units from 503, 511, 576, 578, 581-585, 589, 683-688L, 780	Min = 13

Note: No more than 6 combined units of 797 and 798. GEOG 700, 701, 799A, 582, 798 (3 units), 797 (1-3 units) 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 TAs 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: _____

Year, sem	Course #	Description	Units	A-Units	B-Units	C-Units
Y1F	701	Geographic Thought (required)	3	3	3	
Y1F	582	Introduction to GIS Programming (required)	3	3		3
Y1S	700	Geographic Research Design (required)	3	3	3	
Y1S	797	Research (required)	3		3	3
Y1S	Civ E 634	Surface Water Hydrology	3		3	
Y2F	780	Sem: Spatial Mod-Phys Geog	3	3	3	3
Y2F	585	Quan Method Geog Research	3	3		3
Y2F	798	Special Study (required)	3	3		3
Y2S	780	Sem: Environmental Modeling	3	3	3	3
Y2S	799A	Thesis (Required)	3	3	3	
	TOTALS:		30	24	21	18

Total units	30
A: Geography Units	Min = 21
B: 600/700 Units	Min = 15
C: 582, 798 (3 units), 797 (1-3 units) (required) and 6 units from 503, 511, 576, 578, 581-585, 589, 683-688L, 780	Min = 13

Note: No more than 6 combined units of 797 and 798. GEOG 700, 701, 799A, 582, 798 (3 units), 797 (1-3 units) 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 TAs 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

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

3/13

~ CHECK YOUR WEBPORTAL FOR UPDATES TO YOUR STUDENT RECORDS ~

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).

Move GEOG 688 from Courses not applied to Program of Study to Approved Electives.

Student Signature _____

Date _____

DEPARTMENT OR SCHOOL

☒ Approved

☐ Denied

Comments _____

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

3/13

~ CHECK YOUR WEBPORTAL FOR UPDATES TO YOUR STUDENT RECORDS ~

Department of Geography Special Study/Research Registration Form

Department of Geography Special Study/Research Registration Form

Geography 797 Research	# of Units	1 ☐ 2 ☐ 3 ☐	Schedule # _____
Geography 798 Special Study	# of Units	1 ☐ 2 ☐ 3 ☐	Schedule # _____
Geography 890 Ind. Study Doc.	# of Units	1 ☐ 2 ☐ 3 ☐ 6 ☐	Schedule # _____
Geography 897 Doc. Research	# of Units	1 ☐ 2 ☐ 3 ☐ 6 ☐	Schedule # _____
Geography 899 Doc. Dissertation	# of Units	1 ☐ 2 ☐ 3 ☐ 6 ☐	Schedule # _____

Semester _____

Name _____
Last First MI

Email _____ Red ID # _____

Telephone _____
Home Cell/Work

Title of Project _____

BRIEF OUTLINE OR ASSIGNMENTS TO BE COMPLETED

Approval: _____ Project
Supervising Faculty Signature Date Student Signature

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

Last Name	First	MI	Red ID
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Thesis Title

Date of Proposal Defense (Month, Day, Year)

Committee	Name	Signature
Committee Chair		
Second Member		
Third Member		
Additional Member (if applicable)		

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: http://newscenter.sdsu.edu/gra/files/05974-Report_of_Final_Exam_or_Thesis_Defense.pdf

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://sacd.sdsu.edu/financial-aid/scholarships/sdsu-aztec-scholarships>

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 in September. 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. Hilary McMillan

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Graduate Administrative Coordinator

Valencia Guest

619-594-4861

vguest@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.