

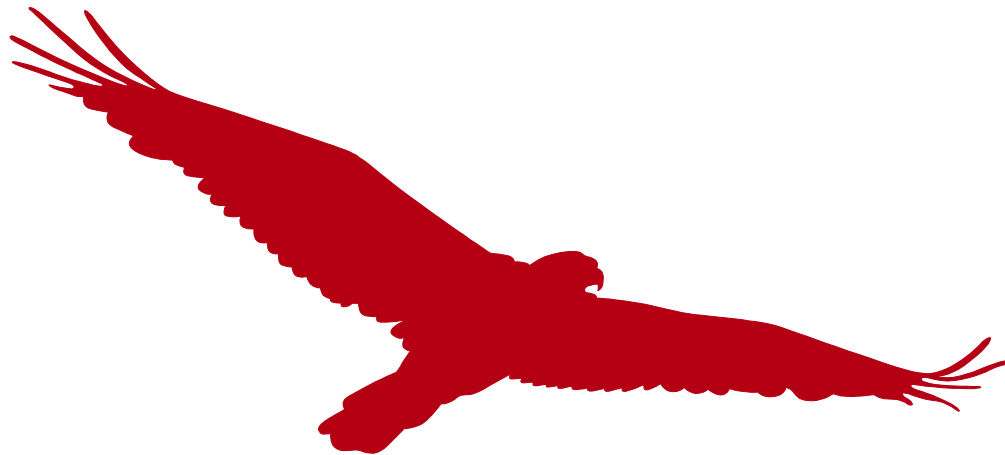


Indiana University of Pennsylvania

**Geography Program Master of Science Graduate Student Handbook**

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Department of Geography and Regional Planning



2019 – 2020

Handbook Updated June 2019

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## WELCOME

Welcome to the IUP Department of Geography and Regional Planning! We are excited to embark on this journey with you to pursue your academic and professional goals. Our department specializes in providing students the opportunities to acquire the skills, engage the practice, obtain the experience, and apply your knowledge to your existing or future career. We focus on applied scholarship and civic learning – two qualities needed to operate successfully in a professional working environment.

Sincerely,

Dr. Jennifer L. Smith  
Graduate Program Coordinator

### Indiana University of Pennsylvania

Founded in 1875, IUP is a vibrant, comprehensive, research-based, teaching-focused, student-centered learning community. IUP combines the academic opportunities of a large university with the highly personalized and intimate learning-centered environment of a small college. IUP's beautiful main campus is located in Indiana, Pa., and spans 374 acres. A combination of historical charm and state-of-the-art facilities, it includes 59 major buildings and 11 athletic fields.

In the fall of 2017, there were over 2,000 graduate students enrolled in at least one of IUP's 60 graduate degree or certification programs, including 13 Doctoral programs.

### IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

**To strengthen the university for Academic Success**, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.

**To foster an environment for personal growth**, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.

**To contribute to the future**, I will strive for the betterment of the community; myself, my university, the nation, and the world.

## DEPARTMENT OF GEOGRAPHY AND REGIONAL PLANNING

Department Founded: 1928

Graduate Program Founded: 1958

### MISSION STATEMENT AND PROGRAM OBJECTIVES

#### Program Statement of Philosophy

Two principles guide the growth of the graduate program in Geography:

1. Higher education seeks as its primary goal the cultivation of intellectual, moral, cultural, and aesthetic sensibilities. Toward this end, students will master basic tools of academic research, exhibit an awareness of other cultures, and develop a critical understanding of how various geographic and planning frameworks have evolved while demonstrating how they might be extended, modified, and applied to contemporary problems.
2. The principle function of academic practice is to improve the quality of life for the larger community. To advance preparation for graduate studies, professional life, and personal and community betterment, students will master a repertoire of professional and academic skills. These skills will enable students to function prudently, effectively, and critically within professional, academic, and community settings.

Two fields of disciplinary and professional endeavor—geography and planning—are combined in the department of Geography and Regional Planning. This assures a balance of academic, professional, and practical skills.

~Adopted by faculty, fall 1994.

## FACULTY AND STAFF

### GEOGRAPHY



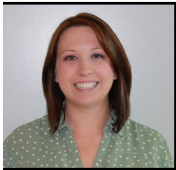
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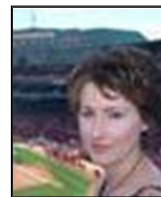
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## ADMISSION

- Applicants are reviewed by the Graduate Program Coordinator and the Graduate Committee. Applicants can be accepted up until the first week of classes for the desired starting semester. Starting the program in the fall is optimal, as the core courses are sequenced beginning with the fall semester. However, some students do begin with the spring semester and have graduated in four semesters.

Graduate Admissions: [www.iup.edu/admissions/graduate/](http://www.iup.edu/admissions/graduate/)

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

## FINANCIAL ASSISTANCE

### Graduate Assistantships

- A limited number of dollars are available for graduate assistantships (GAs) per year. Graduate Assistantship dollars are awarded on a competitive basis and can be dispersed as a combined tuition waiver and stipend.

The Geography and Regional Planning Department, with its relationship with the Institute for Mine Mapping, Archival Procedures and Safety (IMAPS) also offers graduate assistance in the form of assistantships and hourly work. Most of this work involves working with spatial databases and Geographic Information System related projects. Students in other tracks or departments are not precluded from receiving IMAPS assistance.

- <http://www.iup.edu/admissions/graduate/financialaid/assistantships-and-scholarships/>
- Office of Financial Aid: [www.iup.edu/financialaid/](http://www.iup.edu/financialaid/)
- We recommend applying by **March 1<sup>st</sup>** for full funding consideration for fall semesters and **October 1<sup>st</sup>** for potential funding consideration for spring admission. While missing this application deadlines does not preclude you from funding, it does give you the largest window of opportunity for receiving funding for the upcoming academic semester.

## ACADEMIC ADVISEMENT

The Geography Program Graduate Coordinator will serve as a temporary advisor to all incoming graduate students. Graduate students are then encouraged to actively seek out a faculty member within the department who shares the student's interests and is willing to serve as the academic advisor. This should be done during the second semester of the program. The graduate student

must meet with the faculty member and request for the faculty member to serve as their advisor. Faculty members have the right to refuse to be a student's Academic Graduate Advisor. If the faculty member approves, the student and the faculty member shall fill out the Academic Advisor Notification Form (attached) and return it to the Graduate Coordinator.

The advisor's responsibility to the student involves; advising on scheduling, serving as the committee chairperson for those students pursuing the thesis option, and guiding those students pursuing a thesis or portfolio.

### **CAMPUS RESOURCES & STUDENT SUPPORT**

The School of Graduate Studies and Research: [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)

Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

Office of the Bursar: [www.iup.edu/bursar/](http://www.iup.edu/bursar/)

Office of the Registrar: [www.iup.edu/registrar/](http://www.iup.edu/registrar/)

Disability Support Services: [www.iup.edu/disabilitysupport/](http://www.iup.edu/disabilitysupport/)

IUP Campus Library [www.iup.edu/library/](http://www.iup.edu/library/)

MyIUP: [www.iup.edu/myiup/](http://www.iup.edu/myiup/)

Applied Research Lab: [www.iup.edu/ar/](http://www.iup.edu/ar/)

IT Support Center: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)

Veterans and Service Members: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)

IUP Writing Center: [www.iup.edu/writingcenter/](http://www.iup.edu/writingcenter/)

IUP Career and Professional Development Center <http://www.iup.edu/career/>

IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>

University Police <http://www.iup.edu/police/> | 724-357-2141

Crisis Intervention 24/7 Hotline: 1 - 877 - 333- 2470

### **IUP EMAIL**

IUP offers an email account to all active students. **Your IUP email address is the primary means by which the university will contact you with official information and you should use your IUP email account for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit [www.iup.edu/itsupportcenter/howTo.aspx?id=23401](http://www.iup.edu/itsupportcenter/howTo.aspx?id=23401) to learn more about setting up this account.

For more information regarding University policy on email communication, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **GRADUATE STUDENT ASSEMBLY**

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related to University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit [www.iup.edu/graduatestudies/gsa](http://www.iup.edu/graduatestudies/gsa) for more information.

## PROGRAMS AND DEGREES

### Masters Program

The Master of Science in Geography program requires the student to complete a fifteen-credit track in GIS/Cartography, Regional Planning, or Environmental Planning. Each track includes a limited number of required courses and a list of options. Both thesis and non-thesis options are available in the M.S. program. There is a thesis option (33 credits) and a non-thesis option (39 credits). The thesis option requires a student to take a minimum of three and a maximum of six credits of 'Thesis'. Therefore, the non-thesis option will require a student to enroll in three or four more courses for completion of the program.

### Master of Science in Geography

#### I. Core Program: (9cr)

**GEOG 610** Research in Geography and Regional Planning 3 cr

**GEOG 612** Quantitative Techniques in Geography and Regional Planning 3 cr

**GEOG 614** Thought and Philosophy in Geography and Regional Planning 3 cr

**II. Tracks:** The M.S. candidate selects a track in GIS/Cartography (15cr minimum), Regional Planning, or Environmental Planning, and elects three to six credits in Geography and related fields with thesis (1-6cr) and 15 credits without a thesis. A six-credit internship may be included. (Choose One)

#### A. GIS/Cartography Track (15cr)

##### *Five courses from among the following*

GEOG 513\* Cartography 3cr

GEOG 514 Map and Photograph Interpretation 3cr

GEOG 515 Remote Sensing 3cr

GEOG 516\* Introduction to GIS 3cr

GEOG 617 Field Techniques in Geography and Planning 3cr

GEOG 618 GIS Applications Development 3cr

GEOG 624 Technical Issues 3cr

#### B. Regional Planning Track (15cr)

##### *Five courses from among the following*

GEOG 531 Population Geography 3cr

GEOG 532 Urban Geography 3cr

GEOG 533 Geography of Trade and Transportation 3cr

GEOG 534 Political Geography 3cr

GEOG 536 Social Geography 3cr

GEOG 550 Introduction to Planning 3cr

GEOG 552\* Planning Methods 3cr

GEOG 554 Planning Design 3cr

GEOG 558 Land Use Law 3cr

GEOG 564\* Land Use Policy 3cr

GEOG 617 Field Techniques in Geography and Planning 3cr

GEOG 620 Spatial Structure of the Economy 3cr

GEOG 623 Regional Development 3cr

GEOG 625 Environmental Planning 3cr

GEOG 633 Settlement Geography 3cr

GEOG 665 Plan Implementation 3cr

PLSC 668 Public Sector Financial Administration 3cr

**C. Environmental Planning Track (15cr)**

***Five courses from among the following***

GEOG 515 Remote Sensing 3cr

GEOG 516 Introduction to GIS 3cr

GEOG 540\* Conservation: Environmental Analysis 3cr

GEOG 541 Climatology 3cr

GEOG 542 Physiography 3cr

GEOG 558 Land Use Law 3cr

GEOG 564 Land Use Policy 3cr

GEOG 617 Field Techniques in Geography and Planning 3cr

GEOG 625\* Environmental Planning 3cr

*\*Required course for track.*

**Certificate in Geospatial Intelligence Analysis (GEOINT)**

This certificate program is accredited by the *US Geospatial Intelligence Foundation*. This is not a graduate degree program but a post-baccalaureate certificate that is a total of 21 credits. The GEOINT certificate prepares you to utilize and analyze imagery, conduct imagery intelligence, and geographically referenced activities on the surface of the earth for intelligence purposes. You'll learn the context, geographic information science, and geo intelligence tradecraft techniques to be qualified for a variety of professional positions.

**Courses (21cr)**

GEOG 515 Remote Sensing 3 cr

GEOG 516 Introduction to Geographic Information Systems 3 cr

GEOG 588 Geospatial Intelligence Capstone 3 cr

GEOG 624 Technical Issue in GIS\* 3 cr

GEOG 655 Advanced Remote Sensing 3 cr

PLSC 565 Intelligence Process and Policy 3 cr

GEOG 618 GIS Applications Development or GEOG 675 Spatial Analysis Techniques 3 cr

**Certificate in GISc and Geospatial Techniques**

The department also offers a graduate-level certificate in Geographic Information Science and Geospatial Techniques. This is not a graduate degree program but a post-baccalaureate certificate that is a total of 18 credits. Nine of those credits (three courses) will be core geospatial courses. Nine hours of electives are then required to complete the certificate.

The certificate can be pursued simultaneously with a Master's degree. Up to one-half of the credits can be counted for other programs if approved by the department.

**Core Courses (9cr)**

GEOG 515 Remote Sensing 3 cr

GEOG 516 Introduction to Geographic Information Systems\*\*\* 3 cr

GEOG 624 Technical Issue in GIS\*

**Elective Courses (9cr)**

GEOG 514 Map and Photograph Interpretation 3cr  
GEOG 521 Enterprise GIS Management\* 3cr  
GEOG 618 GIS Applications Development\* 3cr  
GEOG 655 Advanced Remote Sensing  
GEOG 660 Foundations of UAS Science and Applications 3cr  
GEOG 675 Spatial Analysis Techniques\* 3cr  
GEOG 680 Seminar\*\* 3cr  
GEOG 681 Special Topics\*\* 3cr  
GEOG 699 Independent Study\*\* 3cr

\*Indicates that GEOG 516 Introduction to GIS is a prerequisite for the course.

\*\*Indicates that permission of the instructor is needed to enroll in the course.

\*\*\*Indicates that GEOG 518 or GEOG 519 may be substituted at discretion of the graduate committee.

### Course Descriptions

#### Geography Course Descriptions from the 2017-2018 Graduate Catalog

All courses open only to graduate students carry 600-series and above numbers. Graduate students may also enroll in dual-level courses. These courses are carry 500-599 or 600-699 course numbers and are open to graduates and undergraduates. *Graduate students should expect additional course requirements above those expected of undergraduates. At least*  $\frac{1}{2}$  of the credit requirements for a student's Masters program in geography must be 600-level or above. **See 'Dual Level Courses' for amount of required 600-level courses.** Also includes some recent changes to the geospatial curriculum.

#### **Department of Geography and Regional Planning – College of Humanities and Social Sciences**

GEOG 511/\* History of Geography 3 cr.

History of the discipline, great ideas, leading professionals, and unresolved issues are studied.

GEOG 514 Map and Photograph Interpretation 3 cr.

Develops skill in extracting information and synthesizing data from maps and aerial photographs as applied to geologic, land use, planning, and terrain analysis problems.

GEOG 515/\* Introduction to Remote Sensing 3 cr.

Methods of remote sensing such as thermal sensing, multi-spectral scanning, satellite imagery, side-looking airborne radar imagery, and additive color analysis and their applications, particularly as applied to geographic and planning problems, are studied.

GEOG 516 Introduction to Geographic Information Systems 3 cr.

Automated methods for creating, maintaining, and analyzing spatial data are presented. Topics include 1) specialized GIS hardware and software, 2) vector vs. raster vs. object-oriented spatial data structures, 3) creation and manipulation of geographic data files, 4) database design and management concepts, 5) spatial analysis, and 6) cartographic design. Prerequisite: GEOG 513 or equivalent or permission of instructor.

GEOG 518 Geographic Information Systems (GIS) for Crime Mapping and Social Scientific Analysis 3 cr.

Provides students with knowledge of the theoretical basis of Geographic Information Systems (GIS) and their applications for criminologists and other social scientists. In the process of demonstrating some of the capabilities of GIS, the specifics of selected GIS and database software packages will also be covered. During the course of the semester, students will develop the skills to use GIS packages, manipulate and query

geographic data to solve problems, perform simple spatial analysis, and understand how to utilize GIS in law enforcement/social science problem-solving and decision-making processes. Prerequisite: None.

**GEOG 519 Geographic Information Systems (GIS) for Environmental Applications 3 cr.**

Provides students with knowledge of the theoretical basis of Geographic Information Systems (GIS) and their applications for environmental scientific analysis. In the process of demonstrating some of the capabilities of GIS, the specifics of selected GIS and database software packages will also be covered. During the course of the semester, students will develop the skills to use GIS packages, manipulate and query geographic data to solve problems, perform simple spatial analysis, and understand how to utilize GIS for environmental analysis and resource management. Prerequisite: None.

**GEOG 521 Enterprise GIS Management 3 cr.**

Principles and methods for creating, operating, maintaining, and managing data for multi-user geospatial information systems are studied. Each student will customize, document, and operate a multi-department, multi-user geographic information system of his/her design. Prerequisite: GEOG 517 or consent of instructor.

**GEOG 525/\* Global Positioning Systems (GPS) Concepts and Techniques 3 cr.**

Provides students with knowledge of the theoretical basis and practical applications of Geographic Positioning Systems (GPS). Students will gain hands-on experience using GPS receivers and GPS observables, as well as the ability to determine point and relative position fixes from pseudorange and carrier phase measurements. Students will be exposed to industry standard GPS hardware and software, as well as appropriate techniques for processing GPS data to achieve necessary levels of horizontal and vertical positional accuracy. Integration of GPS and geographic information systems (GIS) will also be discussed.

**GEOG 531 Population Geography 3 cr.**

Spatial variations in numbers, characteristics and dynamics of human population, models, and theoretical constructs relevant to demographic structures and processes are studied.

**GEOG 532 Urban Geography 3 cr.**

Analysis of city types, patterns, and functions as influenced by geographic conditions and other factors. City planning techniques and field study are utilized.

**GEOG 533 Geography of Transportation and Trade 3 cr.**

Transportation systems and their use: accessibility, circulation, time and distance concepts, and trade patterns. Empirical and theoretical approaches are examined.

**GEOG 534 Political Geography 3 cr.**

Geographic factors and conditions are analyzed as they relate to character and function of states. Political institutions in light of geographic conditions.

**GEOG 535 Geography of Energy 3 cr.**

Covers patterns and problems of energy production and consumption in human societies. Descriptions of what, where, and how much are combined with issues such as technological change, conservation, allocations, environmental impacts, and economic development. Specific topics global history and trends of energy development, pricing systems, types of energy, locations of production areas, and the energy status of the United States. Prerequisite: None

**GEOG 536 Social Geography 3 cr.**

Spatial dimensions of the American society are the focus of this course. The distribution of various social groups and their impact on the landscape are considered.

GEOG 540 Conservation: Environmental Analysis 3 cr.

Problems of exploitation and utilization of regional resources (e.g., soils, minerals, forests, and wildlife), in relation to population growth and regional planning and development.

GEOG 541 Climatology 3 cr.

Examines the elements of weather and climate on Earth. The location and causes of global climatic regions are examined in relation to moving pressure and wind systems. The course also considers the climatic history of the planet and recent human modifications of the atmospheric environment.

GEOG 542 Physiography 3 cr.

Focuses on landform types and their spatial distribution. Emphasis is placed on the tectonic forces that build landforms and the weathering and erosional processes that erode and shape surface features. The relationship between human activities and landforms is also considered.

GEOG 543 Geography of Fresh Water Resources 3 cr.

Focuses on surface and groundwater as a resource with unique properties. Fresh water is defined physically by storage in the hydrologic cycle and the values assigned by different cultures. Problems featured relate to consumptive and withdrawal water uses, the problems of water supply and scarcity, water law and its inconsistencies, flooding and floodplains management, sources of contamination and pollution, and wetlands, including case studies of selected river basins.

GEOG 544 Energy Development and Compliance I 3 cr.

Reviews and characterizes energy resources found in northern Appalachia, and the logic and techniques used to identify, quantify and regulate their development and extraction. Focuses in particular on the spatial dimensions of shale gas, coal, and wind as major energy sources in northern Appalachia, and deals with topics such as exploration, environmental and cultural compliance, logistics, production analysis, and infrastructure maintenance. Prerequisites: None

GEOG 550 Introduction to Community Planning 3 cr.

Introduction to the profession and activity of contemporary American urban and regional planning. Course emphasis is placed on land use control, design, growth management, and development regulation. Legal and institutional bases of planning practice are covered as well.

GEOG 552 Planning Methods 3 cr.

Research, analytical design, and plan-making techniques in urban and regional planning. Examines basic items necessary to prepare urban and regional comprehensive plans.

GEOG 554 Planning Design 3 cr.

Presents concepts of city, subdivision, and transportation design in relation to topography, natural resources, and other physical elements. Prerequisite: GEOG 550.

GEOG 558 Planning Law 3 cr.

Introduces students to principles of land use law. The course focus is on federal constitutional principles and key Supreme Court cases, especially as they relate to actions of local units of government and municipal planning practice. Deals with the present state of land use law and with current trends and issues.

Prerequisite: GEOG 550 or GEOG 564.

GEOG 562 Planning Policy, Implementation, and Administration 3 cr.

Focuses on the planning and implementation of policies to manage the location, timing, type, and intensity of land development. Explores the multi-step process from community plan to project completion. Exposes students to the public environment in which community plans are developed and implemented and walks them through the real world problems of identifying projects, building agency and interagency consensus, finding funding, putting together a project plan, project management, personnel and budget to project completion. Prerequisites: RGPL 458/GEOG 558

GEOG 581 Special Topics 3 cr.

Topical courses offered on an experimental basis. Check department schedule for these offerings.

GEOG 584 Field Studies in Geography and Social Studies 3 cr.

Immerses the student in a regional environment. Helps the student to critically see and to interpret a cultural landscape. The experience is predominantly off campus. Using a combination of structured field exercises, culturally specific readings, primary and secondary data, and standard geographic field techniques, the course strives to develop for the student a deeper affective and cognitive understanding of a cultural region. May be repeated under a different study area title. Prerequisite: Permission of instructor.

GEOG 610 Research in Geography and Regional Planning 3 cr.

Elements and techniques of scientific research, as applied to geographic and planning problems, are studied. A research proposal is developed.

GEOG 612 Quantitative Techniques in Geography and Regional Planning 3 cr.

Descriptive and inferential statistical techniques applied to spatial distribution and spatial association of physical and cultural phenomena and testing of spatial theoretical constructs.

GEOG 614 Thought and Philosophy in Geography and Regional Planning 3 cr.

Examines the status of current and past thought and philosophy in geography and regional planning, using the literature in planning, geography, and the philosophy of science. Topics examined are regional development, local planning, environmentalism and physical geography, and cultural geography.

Prerequisite: GEOG 610.

GEOG 617 Field Techniques in Geography and Planning 3 cr.

Field tools and techniques are evaluated and used in the study of a specific area. Interpretation of spatial patterns of phenomena is emphasized.

GEOG 618 GIS Applications Development 3 cr.

Takes students with GIS analysis skills to the next level: developing of software to automate methods and processes learned in prerequisite courses. Students will learn to write object-oriented software tools for spatial data transaction processing and analysis. Prerequisite: GEOG 516.

GEOG 620 Spatial Structure of the Economy 3 cr.

The spatial organization of economic systems is studied. Processes that give rise to these systems and their spatial interdependencies are explored. Topical and regional examples of spatial structure are used as case studies.

GEOG 623 Regional Development 3 cr.

Theory and policy implications of the spatial aspects of development in various regions of underdevelopment.

GEOG 624/\* Technical Issues in GIS 3 cr.



Uses project-based approach to develop and maintain a geographic information system. Designs and implements functional systems through cooperative learning. Covers methods for designing GIS to user specification, data collection, data input, project management, and system documentation Prerequisite: GEOG 416/516 or GEOG 419/519.

GEOG 625 Environmental Planning 3 cr.

Provides students with information about natural resources, their characteristics, and various techniques that can be implemented for their preservation, conservation, and management. In particular, emphasis will be placed on human-environment interaction and how aspects of the environment can and should be accounted for in planning processes at various spatial scales and levels of analysis. Course material will be presented through lectures, as well as guest speakers, field trips, and student presentations.

GEOG 630 Cultural Geography 3 cr.

Literature and methods of cultural geography. Topics include population, settlements, human ecology, culture areas, and related features.

GEOG 633 Settlement Geography 3 cr.

Settlement patterns and processes; origins, diffusion, classification, pioneer, settlement planning, and agricultural colonization.

GEOG 650 Regional Geography 3 cr.

Various regions of the world may be dealt with, such as Latin America, Africa, or South Asia, when there is sufficient student demand. Physical, environmental, cultural, and population patterns are considered.

GEOG 655 Advanced Remote Sensing 3 cr.

Expands beyond basic principles of remote sensing to understand and apply complex methods of data collection, normalization, and analysis. Covers radiometric normalization, spectral transformations, change detection, object oriented classification, spatial analysis and filtering, accuracy assessment, and emphasizes application of learned techniques. A research intensive experience formulating remote sensing project design, execution, as well as analysis and assessment of project outcomes (experiments). Prerequisite: GEOG 515.

GEOG 665 Plan Implementation 3 cr.

Considers zoning, improvement programs, housing codes, building codes, methodology and application of administrative procedures, federal and local urban renewal programs, site selection, and program administration. Prerequisite: GEOG 550.

GEOG 670 Professional Problems in Geographic Education 3 cr.

Classroom problems and discussion centered about new viewpoints in geography. Individual reports, group discussion, and research included.

GEOG 675 Spatial Analysis Techniques 3 cr.

A techniques- and project-based course where students learn advanced spatial analysis skills utilizing Geographic Information Systems. Students will learn the concepts underlying spatial analysis techniques and obtain hands-on experience operationalizing methods through use of GIS hardware and software. Prerequisites: GEOG/RGPL 316/516.

GEOG 680 Seminar 3-6 cr.

Seminars on various topics will be offered occasionally. Topics such as new trends in planning, cartographic theory, or spatial aspects of service industries are the focus of research projects.

GEOG 681 Special Topics 3 cr.

Topical courses offered on an experimental basis. Check department schedule for these offerings.

GEOG 698 Internship 3-12 cr.

Professional learning experience with emphasis on practical applications of academic background.

Prerequisites: Twelve academic credits and a 3.00 cumulative GPA.

GEOG 699 Independent Study 1-6 cr.

Independent research and study under faculty direction. Interested students should apply to director of graduate studies.

GEOG 795 Thesis 3-6 cr.

Registration for thesis must be approved by the department's graduate coordinator and chairperson ahead of time.

\*Indicates dual-listed class

## EVALUATION OF STUDENTS

The Geography and Regional Planning Department does not require students to take a candidacy exam. Each faculty member describes the evaluation process for each course in the course syllabus. Evaluation procedures are determined by the graduate committee and program faculty in accordance with the Program's learning objectives and outcomes.

The Geography and Regional Planning Department does not require students to take a comprehensive exam. However, as per the "Degree Requirements", a successful (passing) oral defense presentation of the thesis is required, and all portfolio committee members must sign-off the 'approval for graduation' sheet that accompanies the portfolio. The Department of Geography and Regional Planning has a standing portfolio committee which evaluates all portfolios submitted for graduation. Students may choose to work with a current portfolio committee member or their academic advisor on developing and refining the content of the portfolio; however, it will be evaluated by the standing committee. Students are expected to submit both a hard copy and digital copy of their portfolio for evaluation.

### Degree Completion

#### Thesis Option:

A thesis can consist of an applied or theoretical piece of research. General expectations of a thesis in this Department must include a thesis topic/hypothesis, research objectives to address the topic/hypothesis, a representative literature review, a predetermined set of tasks to fulfill the research objectives, an explanation of the data to be used, an explanation of the methods to be used, a section that explains results, section that analyzes the results, and a conclusion to the

thesis. All students will be expected to demonstrate proficiency in cartography in their thesis. The Research Topic Approval Form (RTAF) must be completed, approved, signed, and submitted by the student and committee prior to beginning the research process. The RTAF is now an electronic form and paper copies are no longer accepted.

**Portfolio Option:**

A portfolio is a representation of projects and accomplishments that the student has performed as part of the coursework for their program. The portfolio must have, at minimum, four components: 1) an example of the student's writing ability, 2) an example of the student's cartographic ability, 3) an example of the student's analytical ability, and 4) a reflective essay that ties together the student's representative works contained in the portfolio as part of their educational experiences in the MS Program. Each of the first three items require a brief (one page) abstract that provides information about the example in a narrative format. For example, what course was the example from, who was the instructor, during what semester and year, was it a group project or individual project, as well as a detailed account of the student's contribution to the project, etc.). All students will be expected to demonstrate proficiency in cartography in their portfolio. The portfolio should be compiled during the *semester before* the student is scheduled to graduate, and is to be submitted **by the end of the first week of the semester the student is scheduled to graduate.** Students may be required to undergo multiple variations or complete edits to any of the portfolio components should the components fall short of acceptable or passing as established by ANY member of the portfolio committee. Students are expected to submit both a hard copy and digital copy of their portfolio for evaluation.

For more information, view the view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

Access forms processed through the School of Graduate Studies and Research, click on Current Students: <http://www.iup.edu/graduatestudies/>

**Thesis and/or Dissertation Completion**

**Student Thesis or Portfolio Faculty Committee:**

A three-person faculty committee ('committee') must be assembled for every graduate student. The committee for a thesis includes the Chairperson (the student's Academic Graduate Advisor) and two other faculty members, usually within the department. For requirements about committee members please see the IUP Graduate Catalog available at:

<https://www.iup.edu/graduatestudies/catalog/>

The committee for the portfolio is a standing portfolio committee established by the department. Students will submit their portfolios to the Portfolio Committee, based on the parameters set out in the Portfolio option (pg. 18). The Portfolio Committee will evaluate the student's portfolio based on a learning outcome published rubric of proficiencies and provide its decision by midterm of the semester it is submitted.

All committee members meet the requirements set in the current IUP Graduate Catalog available at:

<http://www.iup.edu/graduatestudies/catalog/default.aspx>

**Choosing an appropriate committee and faculty advisor is also a very important choice for a new graduate student.** Once your committee has been selected, the student and their respective committee for the thesis or portfolio should fill out a **Plan of Study** with the graduate coordinator for departmental records (also see Appendix).

The graduate degree program requires a minimum of 33 semester hours of credit (including the thesis credits) for the thesis option or 39 hours for the non-thesis option. Three core courses must be included: GEOG 610, GEOG 612, and GEOG 614. Students may arrange an internship as part of their degree electives up to six credits.

At least one-half of all credits must be 600 level or above: 17 credits for Thesis Option, 20 credits for Non-thesis Option. Thesis students must take a **minimum of 3 thesis credits**. Graduate students may elect to register for one or two courses outside of the department to be applied toward the degree if the course relates to the degree program and the student's research interests. However, this does not relieve students from the Geography MS Program requirements listed above.

For students selecting the non-thesis option, a portfolio is a non-graded graduation requirement. A three-person standing faculty committee will evaluate the portfolio, which will include at least three of the student's best pieces of work and written reflective analysis. The portfolio is submitted by the end of the first week of the semester the student is scheduled to graduate.

### **Evaluation Outcome for Dissertation and/or Thesis**

Thesis' requires the preparation of a proposal that is accepted by all committee members. Following submission of the thesis proposal to the IUP School of Graduate Studies and Research, the student must then publicly defend the research when the student has completed the study and the committee chairperson approves. Once the chairperson approves, the remaining committee members must also approve before the student can move on to the public defense.

Immediately following the defense, the thesis research is then assigned a pass, a pass with revisions, a revise and resubmit, or a fail.

**Effective fall 2017 for students admitted and students admitted after** -- Dissertation and thesis credits will be assigned Pass or Fail as the final evaluation outcome for the taken credits and carry no quality points weighted towards a student's CGPA. You must also maintain continuing enrollment in order to graduate. This means that if you do not graduate in four semesters, you will still need to register for thesis credits in your 5<sup>th</sup> semester in order to graduate (and any semester after that until you graduate).

**Ongoing Dissertation and Thesis students admitted "prior" to fall 2017** – Dissertation and thesis credits will be assigned a letter grade as the final evaluation outcome for the credits taken and carry quality points weighted towards a student's CGPA for the number of dissertation credits required for the program. "Extended" dissertation credits are not calculated into a student's CGPA.

For more information, view the view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

Access forms processed through the School of Graduate Studies and Research, click on Current Students: <http://www.iup.edu/graduatestudies/>

## **UNIVERSITY POLICY AND PROCEDURE**

**University policy is the baseline policy.** Programs may have policies that are more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact Dr. Jennifer L. Smith (Geography Graduate Program Coordinator) or the School of Graduate Studies and Research.

### **Academic Calendar**

View the IUP Academic Calendar: [www.iup.edu/news-events/calendar/academic/](http://www.iup.edu/news-events/calendar/academic/)

### **Academic Grade Appeal Policy**

For Information regarding the Grade Appeal policy, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **Academic Integrity**

For more information, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)  
The Source: A Student Policy Guide: [www.iup.edu/studentconduct/thesource/](http://www.iup.edu/studentconduct/thesource/)

### **Academic Status and Satisfactory Academic Progress**

For more information, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **Affirmative Action**

Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle

orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

### **Bereavement-Related Class Absences**

For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **Continuous Graduate Registration for Dissertation and Thesis**

**Note: Admission effective fall 2017 and after:** Master's thesis, MFA thesis and Doctoral dissertation students beginning the program fall 2017 and thereafter, must adhere to the following Continuous Graduate Registration policy for Dissertation and Thesis.

Following completion of course work, including internship or practicum; (excluding comprehensive exam or qualifiers) **all** doctoral and masters thesis students must be continuously enrolled for at least one credit of dissertation or thesis each semester (Fall and Spring) annually, through the graduation of the student or until the time limit is exceeded. There is no separation between completions of course work, internship or practicum and initiation of dissertation or thesis credit registration.

Once the student has registered for the number of dissertation credits required by the program of study (typically nine or twelve), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one dissertation or one thesis credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master's students). For this period, the student will be considered a full-time doctoral or masters student.

All dissertation and thesis credits will be pass/fail credits. Students must complete the minimum number of dissertation or masters thesis credits required by their program, but may take additional dissertation or thesis credits as is necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits. Students

must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

**\*Note: Admissions prior to fall 2017:** doctoral dissertation students and MFA thesis students beginning the program “prior” to fall 2017 will follow the former Continuous Dissertation, MFA Credit, Extended Credit Registration policy which applies to doctoral and MFA students only

*Following completion of all course, language, and skill requirements and of the comprehensive examination requirement where applicable, doctoral and M.F.A. students must enroll for at least one credit of dissertation or thesis each semester (Fall/Spring).*

*Once the student has registered for the number of dissertation credits required by their program of study (typically nine or twelve), or the number of thesis credits required by their program of study (typically three to six), she or he must register for one extended credit each semester (Fall and Spring) annually through the graduation of the student or until the time limit is exceeded (See Time Limitation Policy for doctoral or master’s students). For this period, the student will be considered a full-time doctoral or M.F.A. student.*

*Until the dissertation or thesis is successfully defended, a grade of “R” will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis director will apply to all registered dissertation or thesis credits, including the extended credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.*

*Grades earned for dissertation and thesis credits will remain part of the cumulative grade calculation; however, grades posted for extended credit registration will be excluded from the cumulative grade calculation.*

**Note:** *The Continuous Dissertation policy has been in place since 1990. Students failing to register as directed by this policy will be registered by their program coordinator and billed accordingly. If it is the doctoral or M.F.A. student’s intent to “quit” the program, he/she should schedule an appointment with the graduate coordinator as soon as possible to avoid any further registration and subsequent assessment.*

### **Graduate Fresh Start Policy**

A graduate student, who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive

months) from the date of dismissal. The request to be considered for readmission to the University must be into a graduate program, and readmission to the program from which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

#### *Conditions for a Graduate Fresh Start Application*

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:

- He/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
- He/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- He/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

The graduate student must apply to the desired program through the standard Admissions process. Having reviewed the prior and intervening factors for evidence of potential for improved academic success, the program coordinator, after departmental review, may recommend to the Dean of Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and is not subject to appeal.

#### *Conditions for a Graduate Fresh Start Record*

All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University through the provisions of this policy only once.

#### *Prior Record*

The student's graduate record will be identified as a Graduate Fresh Start. No graduate credits earned from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought degree. Any other transfer credits must meet the IUP Transfer Credit Policy.

Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previously taken course from the program in which the student was dismissed and have it count towards improving the previous CGPA that was prior to readmission. Any course repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought and new cumulative GPA.

#### *Academic Standards*



A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by exceeded time-to-degree requirements may not be granted extensions of time-to-degree requirements.

### **Graduation Graduate Residency Requirement Policy**

#### Graduate Students

1. For master's students, at least 2/3 of the credits meeting program requirements must be taken from the University offering the degree.

Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that will be allowed to transfer into a graduate program.-

Active-duty service members who are graduate students will be handled on a case by case basis.

Exceptions are to be approved by the Office of the Chancellor's Division of Academic and Student Affairs.

### **Program Level Exams Appeal Policy**

Appeals for Program Level Exams such as, candidacy, comprehensive, or qualifying examinations, are made to the Dean of the School of Graduate Studies and Research (SGSR) based on policy and/or procedural violations. The appeal can be based only on policy and/or procedural violations; and not simply on the outcome of the examination. Procedural violations would be cases in which the program /department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within **30** days of receipt of the outcome of the examination.

Upon receipt of the written appeal to the Dean of the SGSR, the Dean will conduct an investigation of the allegation, review the documentation and render a final decision **which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.**

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will instruct the program/department to allow the student to retake the exam, fully

adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be counted as one of the attempts permitted under the University or Department's Reexamination Policy.

### **Reexamination Policy: Candidacy / Comprehensive Examination**

No student is permitted a "third" examination without a recommendation to that effect from the degree program's sponsoring department per their adopted written procedures and the approval of the School of Graduate Studies and Research Dean (or designee). Exceptions to this policy for programs can be made only with the approval of the School of Graduate Studies and Research.

### **Registration**

<http://www.iup.edu/registrar/students/registration/>

For more information regarding registration and tuition billing, please contact the Office of the Bursar: [www.iup.edu/bursar/](http://www.iup.edu/bursar/)

### **Social Equity**

The Office of Social Equity: [www.iup.edu/social-equity/](http://www.iup.edu/social-equity/)

For more information regarding University policy, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **Student Conduct**

Policies from the Office of Student Conduct: [www.iup.edu/studentconduct/policies/](http://www.iup.edu/studentconduct/policies/) (IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.)

### **Time Limitations**

Masters students must complete degree requirements no later than five years from the date of earning or transferring credit, unless the period is extended through student petition. Petitions are approved by the student's department and the dean of the School of Graduate Studies and Research.

Doctoral candidates must complete degree requirements no later than seven years after beginning IUP doctoral program course work. No time extensions are considered for doctoral students unless all degree requirements other than the dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **Time-to-Degree Masters/Doctoral Dismissal Appeal Policy**

A student dismissed from a program because of time-to-degree expiration (see Time Limitations policy) can appeal the decision to the Dean of the School of Graduate Studies and Research (SGSR), based on policy and/or procedural violations. The appeal can be based only on policy/procedural violations.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies)/procedures in question must be provided, along with a detailed description of the alleged violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR **within 30 days** of receipt of the dismissal letter.

Upon receipt of the written appeal to the Dean of the SGSR will conduct an investigation of the allegation, review the documentation and render a final decision which completes the appeal process. **The final decision rendered by the Dean of the SGSR may not be appealed.**

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will rescind the dismissal.

- a. Masters student time limitation (see Time Limitations policy) may be extended through student petition to the Assistant Dean of the SGSR. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation to justify the request for the extension and the amount of time will be required by the Dean (or designee) of SGSR to support the request.
- b. Doctoral candidate time limitation (see Time Limitations policy) may be extended through student petition. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation will be required to justify the requests for the extension and amount of time by the Dean (or designee) of the SGSR to support the request.

No time extensions are considered for doctoral students unless all degree

requirements other than dissertation (including the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy).

### **Title IX Reporting Requirement**

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

### **Transfer of Credits (Effective fall 2017) Policy**

A student may transfer graduate credits from another institution, with Department approval, up to one third (**1/3**) of the required credits for the graduate student's program at IUP. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be a "B" or its equivalent or better. The time limitation rule and residency requirements pertain without modification to transfer credits.

Up to one third (**1/3**) graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program if: 1) the receiving department and 2) the School of Graduate Studies and Research both approve the credits as meeting degree requirements. These courses must have been completed within the past five years, and the grade earned must be a "B" or its equivalent or better.

The combination of transfer graduate credits earned at another institution and those earned at IUP may not exceed one third (**1/3**) of the total required graduate credits for the program.

To request transfer credits, the student must complete the Request for Graduate Transfer Credit Review form and follow the instructions listed on the form. A catalog course description or course syllabus must accompany the request. An official graduate transcript showing the earned graduate credits must be provided by the school at which the credits were taken. To be considered official, the transcript must arrive in a sealed envelope bearing the official seal of the issuing institution. The request is reviewed in the School of Graduate Studies and Research and the academic department. After review, the student's program coordinator and the student are notified of the transfer decision.

It is strongly recommended that students seeking to transfer graduate credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from the School of Graduate Studies and Research and the academic department prior to enrolling in that course.

If graduate credits earned at another institution are approved for transfer,

only the credit, not the grade or accompanying quality points, will appear on the student's IUP transcript.

Graduate credits earned at IUP that are approved for transfer to a second program will not be posted to the transcript a second time.

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)  
Access forms processed through the School of Graduate Studies and Research, click on Current Students: <http://www.iup.edu/graduatestudies/>

## **RESEARCH**

At any given time, faculty in the Department may have limited opportunities for graduate assistance. These are taken into consideration when assigning graduate assistantship dollars.

Applied Research Lab: [www.iup.edu/arl/](http://www.iup.edu/arl/)

For more information, visit the website of the School of Graduate Studies and Research, click on Research: [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)

## **STUDENT RIGHTS AND RESPONSIBILITIES**

For more information regarding student rights and responsibilities, view the Graduate Catalog: [www.iup.edu/graduatestudies/catalog/](http://www.iup.edu/graduatestudies/catalog/)

Upon admission to the School of Graduate Studies and Research, students assume responsibility for knowing program requirements and following departmental advising requirements when selecting and registering for courses. Students are also responsible for knowing the procedures for paying fees, processing class drop-adds and withdrawals, and applying for and meeting all requirements for graduation.

Students writing a thesis or dissertation are responsible for several items, including selecting a committee, research topic approval, and much more. Please view the Thesis and Dissertation manual "Responsibilities" section, starting on page 4, to view requirements for students writing a thesis or dissertation.

Conversely, students have the right to expect that program requirements will be made clear, that course requirements—including grading criteria and procedures—will be made known early in a course, and that course grades will represent the instructor's professional and objective evaluation of performance. Students have the right to instruction that encourages the free and open discussion of ideas and that respects reasonable student needs and aspirations. Students share with instructors the responsibility for creating a classroom atmosphere that encourages maximum learning and exhibits a more intense scholarly zeal than that expected in undergraduate studies.

**APPENDICES**

(see next page)

**CHANGE OF ADVISOR FORM**  
**Department of Geography and Regional Planning**  
**Graduate Program**

Once a graduate student has requested a faculty member to be the student's academic advisor (this includes being chairperson of the student's graduate committee), both parties please print, sign, and date this form. Copies of this form must be submitted to: **(1)** the 'old' advisor, **(2)** the 'new' advisor, and to **(3)** the Graduate Coordinator. Original signature page should go to the Graduate Coordinator.

Student name: \_\_\_\_\_

Banner ID: \_\_\_\_\_

Program (MS or Certificate): \_\_\_\_\_

Track (MS only): \_\_\_\_\_

Current advisor: \_\_\_\_\_

New advisor: \_\_\_\_\_

**Signatures:**

Student:

I have requested the following faculty member to be my academic advisor and committee chairperson.

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Name	Signature	Date
------	-----------	------

New advisor:

I agree to be the academic advisor and committee chairperson for the above student.

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Name	Signature	Date
------	-----------	------

**PLAN OF STUDY**

Department of Geography and Regional Planning  
Graduate Program

Date: \_\_\_\_\_ Revised? (y/n) \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student ID: @ \_\_\_\_\_

Track: \_\_\_\_\_ Thesis or Portfolio Credits Req: \_\_\_\_\_

**Required Core Courses: (12 hrs)**

Course No.	Name	Hours	Semester/Year (Spring 2018)
GEOG 610	<i>Research in Geography and Regional Planning</i>	3 cr.	
GEOG 612	<i>Quantitative Techniques</i>	3 cr.	
GEOG 614	<i>Thought and Philosophy in Geography and Regional Planning</i>	3 cr.	

**Required Track Courses: (6 hrs)**

Course No.	Name	Hours	Semester/Year	Substitution?

**Track Courses: (9 hrs)**

Course No.	Name	Hours	Semester/Year	Substitution?

**Thesis Credits: (6 hrs) (Thesis option)**

Course No.	Name	Hours	Semester(s)/Year (s)
GEOG 795	Thesis		

**Course Electives (Non-thesis option): (12 hrs)**

Course No.	Name	Hours	Semester/Year	Substitution?

**Committee Members:**

Member Type	Name	Signature/Date
Committee Chair		

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**COURSE SUBSTITUTION FORM**

Department of Geography and Regional Planning  
Graduate Program

Date: \_\_\_\_\_ Revised? (y/n) \_\_\_\_\_

Student's Name: \_\_\_\_\_ Student ID: @ \_\_\_\_\_

Track: \_\_\_\_\_ Thesis or Portfolio Credits Req: \_\_\_\_\_

Required Course	Substituted Course	Semester/Year	Reason for substitution

Comments:

Graduate Advisor Approval:

\_\_\_\_\_ (Graduate Advisor) \_\_\_\_\_ Date

Graduate Committee Approval:

\_\_\_\_\_ (Graduate Coordinator) \_\_\_\_\_ Date

Department Chair Approval:

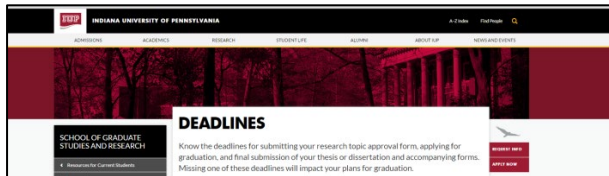
\_\_\_\_\_ (Department Chair) \_\_\_\_\_ Date

## Appendices Links

Please use the links below to access the latest information about each topic:

### IUP School of Graduate Studies and Research Deadlines

<http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/deadlines/>



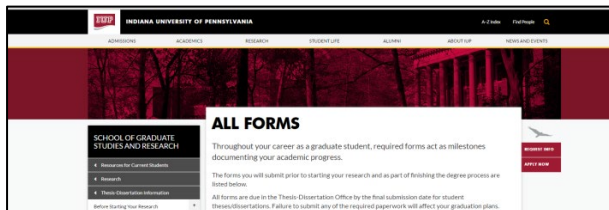
### IUP School of Graduate Studies and Research Forms:

<http://www.iup.edu/graduatestudies/resources-for-current-students/research/thesis-dissertation-information/all-forms/>

Research Topic Approval Form – **accessed electronically through MY IUP**

Research Topic Approval Form – Topic Change

Research Topic Approval Form – Committee Change



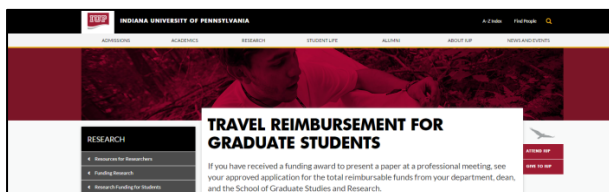
### Internal (IUP) Funding for Graduate Student Research

<http://www.iup.edu/graduatestudies/resources-for-current-students/funding/>



### IUP Travel Reimbursement for Graduate Students

<http://www.iup.edu/page.aspx?id=102136>



# MS Geography

## Recommended Thesis Timeline



# MS Geography

## Recommended Portfolio Timeline



TUP Department of Geography and Regional Planning

Updated June 2018

Suggested timeline non-thesis option

**SIGNATURE PAGE**

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

\_\_\_\_\_ [please initial] I understand my program coordinator may share this document with the School of Graduate Studies and Research.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit to the Graduate Coordinator by September 15, 2019.**

**The department will keep this signed document on file.**