

Fall 2017

MASTER'S DEGREE

Thesis/Manuscript

GUIDELINES:

Research course: Min. of 2 (not from same faculty)
 3.0 min. GPA (no grade < B-)
 Electives must be ≥6000 (5000 if 6000 NA)
 Thesis proposal approval & colloquium presentation needed before enrolling in 6970

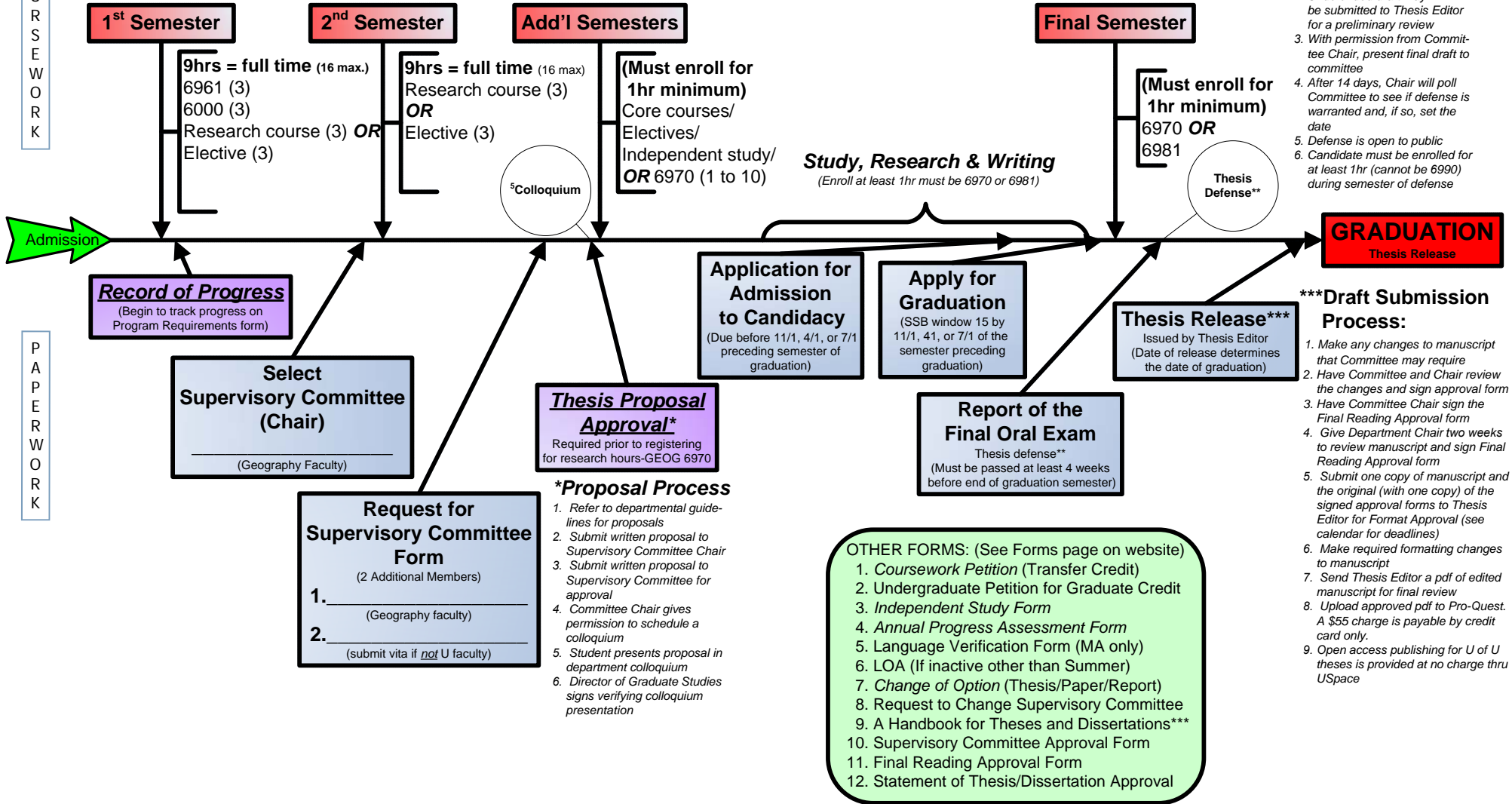
6981 does NOT count toward degree
 Resident rate if enrollment is 6970 OR 6981 only
 2 yrs min./4yrs max. to complete

Minimum Hour Requirements:

13hrs required courses
 10-11 hrs electives
 6-7 hrs research (GEOG 6970)
 30 TOTAL: 6 hrs transfer (max)
 9 hrs non-matriculated (max)
 RESIDENCY=24 hrs at U of U (min)
 FULL TIME=9 credit hours OR 3 credit hours of 6970 or 6981
 PART TIME=5-8 credit hours
 MINIMUM REGISTRATION= 1 credit hour*

COURSEWORK

PAPERWORK



- **Preparing to Defend:**
1. Refer to departmental guidelines for format and approved styles.
 2. Undefended draft may be submitted to Thesis Editor for a preliminary review
 3. With permission from Committee Chair, present final draft to committee
 4. After 14 days, Chair will poll Committee to see if defense is warranted and, if so, set the date
 5. Defense is open to public
 6. Candidate must be enrolled for at least 1hr (cannot be 6990) during semester of defense

- ***Draft Submission Process:**
1. Make any changes to manuscript that Committee may require
 2. Have Committee and Chair review the changes and sign approval form
 3. Have Committee Chair sign the Final Reading Approval form
 4. Give Department Chair two weeks to review manuscript and sign Final Reading Approval form
 5. Submit one copy of manuscript and the original (with one copy) of the signed approval forms to Thesis Editor for Format Approval (see calendar for deadlines)
 6. Make required formatting changes to manuscript
 7. Send Thesis Editor a pdf of edited manuscript for final review
 8. Upload approved pdf to Pro-Quest. A \$55 charge is payable by credit card only.
 9. Open access publishing for U of U theses is provided at no charge thru USpace

- OTHER FORMS: (See Forms page on website)**
1. Coursework Petition (Transfer Credit)
 2. Undergraduate Petition for Graduate Credit
 3. Independent Study Form
 4. Annual Progress Assessment Form
 5. Language Verification Form (MA only)
 6. LOA (If inactive other than Summer)
 7. Change of Option (Thesis/Paper/Report)
 8. Request to Change Supervisory Committee
 9. A Handbook for Theses and Dissertations***
 10. Supervisory Committee Approval Form
 11. Final Reading Approval Form
 12. Statement of Thesis/Dissertation Approval

- *Proposal Process**
1. Refer to departmental guidelines for proposals
 2. Submit written proposal to Supervisory Committee Chair
 3. Submit written proposal to Supervisory Committee for approval
 4. Committee Chair gives permission to schedule a colloquium
 5. Student presents proposal in department colloquium
 6. Director of Graduate Studies signs verifying colloquium presentation

Request for Supervisory Committee Form
 (2 Additional Members)

1. _____
 (Geography faculty)

2. _____
 (submit vita if not U faculty)

Select Supervisory Committee (Chair)

 (Geography Faculty)

Record of Progress
 (Begin to track progress on Program Requirements form)

Application for Admission to Candidacy
 (Due before 11/1, 4/1, or 7/1 preceding semester of graduation)

Apply for Graduation
 (SSB window 15 by 11/1, 41, or 7/1 of the semester preceding graduation)

Report of the Final Oral Exam
 Thesis defense**
 (Must be passed at least 4 weeks before end of graduation semester)

Thesis Release***
 Issued by Thesis Editor
 (Date of release determines the date of graduation)

GRADUATION
 Thesis Release