

College of Graduate Studies

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The College of Graduate Studies was formally organized in 1925 (then designated as the Graduate School), but the university has awarded advanced degrees since 1897. The Graduate College encompasses all divisions of the university, but does not supervise programs in the College of Law. This coverage of all regular disciplines and professional fields provides a wide variety of academic programs. Enrollments are large enough to make possible the vital interchange of ideas among students and between students and faculty that is necessary for graduate programs, and yet enrollments are sufficiently small to permit close faculty-student relationships. Interdepartmental cooperation is an important factor on the Idaho campus. The university is the chief research center for the state and as such operates active graduate programs in most areas providing a broad research base upon which graduate programs have been built.

Graduate Council

The Graduate Council is the representative body of and is empowered to act for the Graduate Faculty. It is responsible to and reports to the Graduate Faculty, which retains the authority to review actions of the council. Its function is to promote graduate instruction and research, to formulate policies and long-range plans for the graduate program, and to review and act on student appeals and petitions that involve exceptions to accepted regulations and procedures of the Graduate College.

The Graduate Council is constituted of one member elected by and from the constituent graduate faculty of each of the college-level divisions that offer programs leading to graduate degrees (except the J.D. degree), four members of the Graduate Faculty appointed by the president of the university, two graduate students, the vice president for research and graduate studies, who serves as chair, and the assistant or associate graduate dean, who serves as vice chair.

Undergraduate Enrollment in the College of Graduate Studies

A senior who has a cumulative grade-point average of 2.80 or higher may register for 500-level courses. Courses will automatically be recorded on the undergraduate transcript. However, seniors desiring to have courses placed on a graduate transcript must submit to and have approved by the Graduate College a "Course Level Adjustment Form" that specifies the courses to be placed on the graduate transcript, thereby allowing a separate graduate transcript to be established. Capable students who are in their last year can thus begin limited graduate work, up to a total of nine credits, at an earlier date than would otherwise be possible. A "Course Level Adjustment Form" must be completed each semester that transcript separation is desired. Students who have courses placed on a graduate transcript and later wish to be admitted to the graduate college for work on a degree must apply for admission to the Graduate College following the usual procedures. The deadline for filing the "Course Level Adjustment Form" is the tenth day of class for that semester or session. All courses placed on the graduate transcript, regardless of course level, will be assessed graduate fees.

General Graduate Regulations

The regulations described in this section are the minimum standards established by the faculty of the College of Graduate Studies. Departments may establish additional regulations, including additional residence requirements, above the minimums set by the College of Graduate Studies. Departmental requirements are described in Part 4.

Appointment of Major Professor and Committee for All Degree Seeking Graduate Students. All degree seeking graduate students should either select or be assigned a major professor as soon as possible following enrollment in the program. For nonthesis master's students or specialist students, it is suggested this be done no later than the end of the first semester. For thesis master's students and doctoral students, it is suggested this be done no later than the end of the second semester.

The major professor, a member of the UI Graduate Faculty, is appointed or chosen as early as possible. The committee, if required, is recommended by the major professor and the student and approved by the department/program/school administrator and the dean of the College of Graduate Studies. At least one-half of the

members of the committee must be members of the UI Graduate Faculty. A faculty member may not serve on a committee for a student who is seeking a degree higher than the faculty member has attained. A department/program/school member who has an adjunct appointment to another department cannot be considered an outside committee member for a student in the faculty member's primary department/program/school. Refer to the additional appointment requirements under each degree heading.

Periodically, a qualified person with a particular expertise is requested to serve on a student's committee on a one-time appointment. The person must have written approval from the dean of the College of Graduate Studies in advance of the individual's committee participation. In this case, the person would not have to meet the rules of appointment and would be considered an outside member to the committee. Should the person be recommended for multiple committees, he/she would need to be approved as an affiliate faculty member and, therefore, would then be considered a member of the department recommending affiliation and would serve as an inside member on that department's student's committees. It is the intent of the Graduate Council that this privilege be used sparingly and only when the situation indicates its necessity.

Removal of Faculty from a Committee. A faculty member can be removed as a major professor or a committee member if it is determined that continued membership is not in the best interest of the department or the student. Such a request would be initiated by the student and advanced only if the remaining committee supports such request. The determination of action will be made through deliberation between the discipline's dean and the dean of the College of Graduate Studies. This policy is not designed to question or remove a faculty's inherent right to minority opinion regarding research or academic standards.

A faculty member who has separated from the university, other than those with emeriti status, must be replaced as the major professor or a committee member on all their student committees.

Exceptions to the above policy must be approved in advance of committee participation and in writing by the dean of the College of Graduate Studies. Reasons for considering an exception could include, but are not limited to: the anticipated completion date of the student; if the student is better served without committee disruption; if the separated faculty member becomes affiliate faculty; or if there are intellectual property issues to be considered.

Research Approval. Prior to beginning any research projects, approval must be granted by one or more of the following groups, if it applies to the research that is being conducted: Human Assurance Committee for research involving human subjects; the Animal Care and Use Committee for research using vertebrate animals; the Biohazards Committee for research using any biological agents or recombinant DNA; the Idaho Research Foundation for research that has the possibility of patent or license outputs; the University Research Office for research involving agents or federal controls on the development, use and distribution of technology; or the Office of Sponsored Programs for activities funded through external grants and contracts. Should the research methodology or source of funding change, the appropriate group must be notified.

Student Responsibilities. The student is responsible for complying with all rules, procedures, and time limits, as established by the graduate faculty.

Petitions. Students and major professors are advised that the right of petition exists to waive or modify some university regulations. Academic petitions request waiver or modification of regulations in Part 3. Graduate petitions request waiver or modification of regulations in this section. However, favorable action can be expected only when circumstances and the presentation clearly justify an exception. Precedents are not set by previous actions and may not form the basis of a petition; rather the situation concerning the student involved is given consideration on an individual basis. A \$10 fee is charged for each petition submitted to the Academic Petitions Committee or Graduate Council.

Registration and Enrollment Requirements. Graduate students engaged in **ANY** activity requiring faculty or staff time and consultation, or the use of any UI facilities, must register for the number of credits appropriate to the degree of activity involved during the semester of activity. Such activity includes, but is not limited to: writing, defending, or submitting a thesis or dissertation; working on a non-thesis requirement; or taking a preliminary examination.

Annual Enrollment Policy. Annual enrollment is required for all degree seeking graduate students. Annual enrollment is defined as registering for at least one credit at the 300 or higher level every 12 months (summer, fall, or spring term). (For additional regulations see "Registration Requirements" in each degree section.)

If annual enrollment is not maintained and the absence has been five or fewer terms, a request for reenrollment in the program is required prior to any future registration by completing the Request for Reenrollment form available on the graduate college website. The reenrollment decision is made at the department/program/school level with final

approval through the College of Graduate Studies and should be requested well in advance of the requested term of return.

If annual enrollment is not maintained and the absence has been for more than five terms, a request for readmission to the program is processed through the Graduate Admissions Office as well as reenrollment through the College of Graduate Studies. The readmission decision is made at the department/program/school level and forwarded to the Graduate Admissions Office. The reenrollment decision is made at the department/program/school level and forwarded to the College of Graduate Studies.

A student may request approval of a planned leave if the anticipated absence will be longer than one year but for no more than five terms. Approval must be given in advance of the time of absence by completing the Approval of Planned Leave form with signatures from the major professor, department/program/school administrator, and the dean of the College of Graduate Studies.

A reenrollment fee of \$30 is charged each time a reenrollment application is processed. Any appeals to this policy are to be made to the dean of the College of Graduate Studies.

Change of Major. A student is admitted for work in a specified major or program and may not change without approval of the new department. Such procedure is formalized by a Change of Curriculum form signed by the chair of the program the student is leaving and the chair of the department in which the student wishes to enroll. The form must be approved by the dean of the College of Graduate Studies before it is forwarded to the Registrar's Office.

Credit Requirements for Full-Time Students. A student is considered to be engaged in full-time study when registered for nine credits of course and/or thesis/dissertation work. (A student pays full-time fees when taking eight credits, but is nonetheless considered a part-time student.) See also specific credit guidelines under "Financial Aid."

Regular Semester or Summer Session. The credit limit for a graduate student is 16 credits a semester or summer session (excluding courses taken for audit and including the credits for courses taken for the zero credit option).

Correspondence Courses. Credits earned in University of Idaho correspondence courses are applied to a graduate program only with the prior written approval of the dean of the College of Graduate Studies. Correspondence courses do not satisfy the residence requirements for final semester registration, and a limited amount of such work can be applied toward a degree. Subject to approval by the appropriate department(s) and/or college, correspondence credits from other institutions that are accepted for graduate credit by that institution may be accepted toward degree requirements. Grades earned in correspondence courses are not calculated into the student's GPA.

Probation, Disqualification, and Reinstatement. A graduate student is placed on probation after any semester or summer session in which a grade-point average of less than 3.00 is earned in courses placed on the graduate transcript, regardless of the student's cumulative GPA. The student will be disqualified if a GPA of less than 3.00 is earned on courses placed on the graduate transcript during the second, consecutive semester or summer session in which regular grades of A, B, C, D, or F are received. Students on academic probation who attain a semester grade point average of 3.00 or higher during the next or subsequent semester or summer session after being placed on probation, but whose cumulative grade point average is still below a 3.00, will remain on academic probation until the cumulative GPA is a 3.00 or higher. If a graduate student who is on probation receives an Incomplete during a semester, the revert grade listed for the Incomplete will be used to calculate the GPA for that semester. If the calculated semester GPA is 3.00 or higher, the student will be allowed to register for a current or future semester. If the calculated semester GPA is less than a 3.00 GPA, the student will not be allowed to register for current or future semesters or sessions. If the student has perchance registered pending receipt of the revert grade, the student will be disenrolled. Once the work is completed and a final grade is given, the GPA will be automatically recalculated. In all other cases, he or she may be reinstated as a graduate student under the following conditions: The student may not enroll as a graduate student for at least one regular semester (fall or spring), must get the positive recommendation of his or her departmental administrator, must get Graduate College permission, and must receive at least a 3.00 grade-point average the first semester back in the Graduate College. Reinstatement is granted for a specific semester only. If a student does not register for that semester, he or she must again seek Graduate College permission for reinstatement. A student will remain on probation as long as the cumulative GPA is below a 3.00.

Grade Requirements. A candidate for an advanced degree must have a cumulative GPA, based on his or her graduate record, of at least 3.00 (A = 4.00). The relevant GPA is calculated as stated in regulation E (Part 3) except that it is based only on grades received: in all courses taken at UI while the student was enrolled in the particular program (major) leading to the degree sought whether or not those courses are on the student's study plan; in courses that were taken at UI before the student enrolled in his or her current program and have been included in that

program by the student's committee; and, in the case of candidates for the master's degree, in UI courses 500 and 599 for an aggregate of not more than 10 credits or the department's allowance of research credits, whichever is the lesser (grades received in these courses for credits in excess of this limitation are treated as if the courses were graded P or F). Though courses in which grades of D are received may not be counted toward the satisfaction of degree requirements, those grades are included in the GPA.

Deficiencies. Courses that are needed to provide background for the student's program may be taken for zero credit and/or under the pass/fail option, unless the programs advise otherwise. Letter grades attained in courses taken for zero credit will appear on the student's transcript but, not calculated into the grade point average. See rules for the pass/fail option under regulation B-11 in Part 3. When deficiency courses are taken for regular credit the resulting grade will be included in the computation of the grade-point average.

Catalog Issue. The pertinent requirements for graduate degrees are those contained in the most recent UI catalog issue that was in effect at the time of, or subsequent to, the candidate's admission into a specific graduate program as a degree-seeking student. A catalog issue is valid for a maximum of seven years from its effective date. The effective date of a catalog issue is the first Monday following spring graduation.

Satisfactory Academic Progress and Performance. Enrollment in the College of Graduate Studies allows students to continue graduate study and research through the University of Idaho only as long as they maintain satisfactory academic standing and are maintaining satisfactory progress and performance toward completion of their graduate degree program.

Satisfactory academic standing is defined under the rules of probation and disqualification and provisional admission and may or may not have an affect on the use of this policy.

Departments are required to have a written policy distributed to all students that states the standards for satisfactory progress and performance. Examples of graduate college/departmental/program/school requirements that may be used to measure progress or performance toward the degree are, but not limited to, the timely completion of: required course work, filing of appropriate paperwork, failure to complete the annual review process, the departmental/program/school qualifying, preliminary, or other examinations; attendance at seminars or other professional activities; or, using acceptable safety or security standards in performance of duties.

The annual review process is initiated by the student and completed by the major professor using the form provided by the College of Graduate Studies. If a major professor has not been appointed, the department/program/school administrator will conduct the review. When completed, the reviewer will recommend that the student continue in the program, receive a warning, or be dismissed form the program.

- **Warning.** Should a warning be given, the student must be informed in writing of the concern, the current program policy, the length of the warning period, and expectations that must be met to be removed from a warning status. The associate dean of the discipline's college and the College of Graduate Studies are notified of this action. An appeal of a recommendation for a warning may be made to the dean of the College of Graduate Studies.
- **Dismissal.** This process may or may not be preceded by a warning period. If dismissal is recommended, the department/program/school chair forwards the recommendation and documentation to the associate dean of the discipline's college and the dean of the College of Graduate Studies. The dean of the College of Graduate Studies will review the recommendation for dismissal and, if appropriate, a review committee will convene. The student, the major professor, and the department/program/school chair will be allowed to appear before a review committee. The committee will make a recommendation for action to the dean of the College of Graduate Studies who will make the final decision. Dismissal is from the student's degree and program and from the College of Graduate Studies.
- **Appeals.** Students may appeal the dean's decision directly to the Graduate Council. No action will appear on the transcript unless the Council recommends it.

General Requirements for Master's Degrees

Credits. All master's degree programs require a minimum of 30 credits. Some master's degree programs may require more. Additional work may be stipulated in individual cases to meet particular objectives or need for additional background. Courses used toward an undergraduate degree, professional development courses, or courses on a professional development transcript are not available to be used toward a graduate degree. No more

than three credits of workshop or workshop equivalent courses may be used toward the graduate degree. Credit in course 500 (Research and Thesis) cannot be counted toward the minimum of 30 credits for a non-thesis master's degree. Although no limit is imposed on the number of credits that may be earned in course 500 (Master's Research and Thesis) for degrees with thesis, only a maximum of 10 credits in course 500 can be used to fulfill master's degree requirements (a lower limit may be set by the department). Up to five credits of course number 599 are allowed to count towards a non-thesis master's degree; however, if a thesis program exists for a department, no more credits of 599 are allowed toward the non-thesis master's degree than half the number of credits allowed for course number 500 toward the department's master's degree.

Transfer, Correspondence Study, Non-degree Credit, and Over-aged Credit Limitation. The combined total of transfer credits, correspondence credits, non-degree credits, and approved credits more than eight years old at the time the degree is awarded shall not exceed 12 credits for master's programs requiring 36 or fewer credits, and shall not exceed one-third of the total credits in programs requiring more than 36 credits. The student's department may set a lower limitation. Credits can be transferred to UI, with the consent of the student's committee and the dean of the College of Graduate Studies, only if the institution from which the course credits are being transferred has a graduate program in the course's discipline or, should there be no graduate program in the course's discipline, if an exception has been granted by the dean of the College of Graduate Studies. All credits used toward graduate degrees must be from regionally accredited American institutions or from non-US institutions recognized by the appropriate authorities in their respective countries. Transfer credits are subject to all other Graduate College rules and regulations.

Procedures for Over-aged Credits. To be acceptable toward a master's degree, over-aged credits beyond the limitation above must be approved by taking the final examination in the equivalent UI course (as determined by the departmental administrator of the area in which the course is offered) and receiving an A or B grade from the instructor of the course. The results of the examination are submitted to the Graduate College in writing by the departmental administrator of the department in which the course is offered.

Foreign Language. There is no Graduate College foreign language requirement for a master's degree; however, some departments require a language examination or special course work.

Subsequent Graduate Degrees. An applicant who has a master's degree or is working on a master's degree may obtain a second master's degree, subject to the approval of the dean of the College of Graduate Studies. Up to six credits of course work used to satisfy the requirements for the first degree may be applied to the second; all other catalog requirements and credit requirements in UI courses must be fulfilled. A student who is enrolled in a doctoral program or who has a doctorate may obtain a master's degree in a different field and use a number of common credits subject to approval by the Graduate Council. A student who has a doctorate may not subsequently obtain a master's degree in the same field.

Concurrent Graduate/Law Degrees. UI law courses used toward an approved UI concurrent graduate degree must be approved by the College of Graduate Studies and included in the graduate student's study plan. Courses with grades and credits earned in these approved law courses will be posted to the student's graduate academic record upon completion of the courses and receipt of the approved study plan in the UI Registrar's Office. Grades and credits earned in these approved courses will be calculated into the student's institutional graduate GPA for the appropriate level. See the Accounting and Environmental Science sections in Part 5 for additional information on concurrent degrees.

Specific Requirements for Master's Degrees

Master of Architecture. The M.Arch. degree requires a design project. Refer to the Department of Architecture and Interior Design section in Part 5 of this catalog for a definition of specific admission and degree requirements. Of the minimum 30 credits required for the degree, 18 must be at the 500 level; the remainder may include 400 level courses in the major, and 300 or 400 level courses in supporting areas. All credits toward the degree must be earned in residence at UI or during internship and study abroad. A final design project must be accepted.

Master of Arts. In some fields, all candidates for the M.A. degree are required to present a thesis; in others the thesis is optional or not required. Consult the departmental section for specific descriptions. Of the minimum 30 credits required for the degree, at least 18 credits must be at the 500 level; the remainder may include 400 level courses in the major and 300 or 400 level courses in supporting areas. For the thesis student, a thesis is required. For the non-thesis student, a non-thesis requirement must be met.

Master of Arts in Teaching. The M.A.T. is primarily for certified teachers who wish to strengthen their subject-

matter preparation. Enrollment in this program of study requires the consent of the chair of the subject-matter department. The major professor is from the subject-matter department; the co-advisor is from the College of Education. The general requirements of the Graduate College apply except that, of the minimum 30 credits required, only six must be in courses at the 500 level, at least six must be in courses offered by the College of Education at the 400/500 level, excluding workshops, and at least 20 must be in courses in the subject field. These courses may be at the 300 or 400 level, including 300 level courses in the major field if they are a part of the logical sequence of study. A non-thesis requirement in the subject field must be met.

Master of Education. To complete the M.Ed., a non-thesis degree program, the student must fulfill the program's non-thesis requirement (NTR). Of the minimum 30 credits required, at least 18 must be in courses at the 500 level; the remainder may include 400 level courses in the major and 300 or 400 level courses in supporting areas.

Master of Engineering. The M.Engr. is a non-thesis degree. A minimum of 30 credits is required; at least 18 must be in courses at the 500 level and the remainder may include 400 level courses in the major and 300 or 400 level courses in supporting areas. A non-thesis requirement must be met. Majors are offered in agricultural, chemical, civil, computer, electrical, mechanical, and (at the University of Idaho Center, Idaho Falls, only) nuclear engineering. The prospective student should consult the specific department for special entrance requirements.

Master of Music. The M.Mus. degree, depending on the concentration selected, requires a thesis, public graduate recitals, or a final project. No credit is granted for the final project in a non-thesis degree plan and the project is subject to approval of the supervisory committee. Both written and oral non-thesis requirements must be met in all degree options. Of the minimum 30 credits required for the degree, at least 18 must be in courses in the School of Music at the 500 level; the remainder may include 400 level courses in the School of Music and 300 or 400 level courses in other areas.

Master of Natural Resources. The M.N.R. program provides broad-based, advanced training in natural resource management and administration. The M.N.R. degree requires 30 semester credits beyond the bachelor's degree. Only course work at the 400 or 500 level counts toward the degree. At least 18 of the 30 credits must be at the 500 level. A comprehensive final defense is required.

Master of Natural Science. The M.Nat.Sc. is a non-thesis degree primarily for students who are currently engaged in, or planning to enter, secondary-school or junior-college teaching. Courses at the 300, 400, and 500 levels may be included. Of the minimum 30 credits required for the degree, 18 must be earned in one major field, or nine credits in each of two fields. The remaining credits are to be chosen so that the entire program is consistent and serviceable to the student. A major paper must be written in a major area of the program, and a written and/or oral non-thesis requirement is also part of the program. The student's committee consists of at least three members: the major professor and a representative from the major area or areas, and a representative from outside the major area(s).

Master of Public Administration. The M.P.A. program includes thesis and non-thesis options. Of the minimum 30 credits required for the degree, at least 18 must be in courses selected from prescribed core areas and 12 in designated optional areas of emphasis as described in the Department of Political Science section in part 5 of this catalog; at least 18 of the 30 credits must be in courses at the 500 level. A public service internship is required of students with no appropriate work experience. For the thesis student, a thesis is required. For the non-thesis student, a non-thesis requirement must be met.

Master of Science. In some fields, all candidates for the M.S. degree are required to present a thesis; in others the thesis is optional or not required. Consult the departmental section for specific descriptions. Of the minimum 30 credits required for the degree, at least 18 credits must be at the 500s level; the remainder may include 400 level courses in the major, and 300 or 400 level courses in supporting areas. For the thesis student, a thesis is required. For the non-thesis student, a non-thesis requirement must be met.

Procedures for Master's Degrees

Appointment of Major Professor and Committee. Refer to the "Appointment of Major Professor and Committee for All Degree Seeking Graduate Studies" under the preceding General Graduate Regulations section. It is important to note that the interdisciplinary program, which requires at least four members, a committee for a thesis degree will consist of at least the major professor as chair, a second faculty member from the major department, and a faculty member representing a discipline outside the major department's discipline(s). Except for students enrolled in an interdisciplinary program, a committee for a non-thesis degree is optional or is often a departmental or college committee.

Qualifying Examination. If such an examination is required, it is conducted according to departmental procedures and is a prerequisite to the preparation of a study plan. A report of this examination is not submitted to the Graduate College.

Preparation of Study Plan. Early in the student's academic career, the student prepares in conference with the major professor (and committee, if applicable) a master's degree study plan outlining all course work to be completed to fulfill the requirements for the degree. Normally the study plan will include some work to be taken outside the major department. The study plan is prepared on forms provided by the Graduate College and is approved by the student's major professor, the committee (if one is appointed), departmental administrator, and the dean of the College of Graduate Studies. Any subsequent changes in the study plan must be submitted for approval to the Graduate College on a standard form for study plan changes.

Application for Advanced Degree. The Application for Advanced Degree, obtained through the Registrar's Office website (www.uidaho.edu/registrar), is submitted to the College of Graduate Studies office according to the deadline outlined in the academic calendar.

Before filing the application, the candidate and the major professor must jointly ascertain that the candidate has met all degree requirements or will do so by completion of the semester in which, graduation is intended.

Registration Requirements. A graduate student defending and/or submitting a thesis must be registered for thesis credit. A graduate student in a non-thesis program must be registered at the UI during the semester in which the non-thesis requirements are completed. Note that correspondence courses do not satisfy the residence requirements for final semester registration. See also "Registration and Enrollment Requirements" under general regulations. A student who was registered during a term and did not complete all requirements by the end of that term, but does so before the official opening date of the new term, is awarded the degree at the end of the following term without further registration.

Non-thesis Requirement (Non-thesis Degree). This examination, presentation, or project is completed after the completion of most or all of the degree requirements. The department establishes format and time frame, and reports the results of the non-thesis requirement to the Graduate College using the Non-Thesis Report form. The examination, presentation, or project, if failed, may with departmental approval be repeated once. The interval before the second attempt may not be less than three months or longer than one year. Up to one credit received for completing an examination and up to three credits for a presentation or project may be used toward the degree. If a student fails the examination, presentation, or project twice, or the department does not allow the student to repeat the examination, presentation, or project after the first failure, or the student does not retake the examination or redo the presentation or project within a year, the student is automatically moved to unclassified enrollment status, and is no longer in the degree program.

Final Defense (Thesis Degree). Before the defense, the Authorization to Proceed with Final Defense form, a page from the "Graduate Handbook for Theses and Dissertations," is submitted to the College of Graduate Studies. The defense is usually oral, but part may be written. The candidate is required to defend his or her work and show a satisfactory knowledge of the major and supporting fields. A recommendation of a majority of the committee is necessary for a candidate to pass this defense. The defense, if failed, may with departmental approval be repeated once. The interval before the second attempt may not be less than three months or longer than one year. Following a successful defense of his or her thesis, the candidate must submit the final copies within six months; otherwise, the candidate must defend the thesis again and may be required to revise it or write an entirely new one. If a student fails the final defense twice, or the department does not allow the student to repeat the defense after the first failure, or the student does not repeat the defense within a year, the student is automatically moved to unclassified enrollment status, and is no longer in the degree program.

Thesis. "Graduate Handbook for Theses and Dissertations," which describes the requirements of the document, the procedures to follow, and suggestions for the preparation of theses, should be obtained through the Graduate College website. Students must conform to current rules and regulations of the Graduate College when preparing theses.

Master of Fine Arts

The University of Idaho awards the degree of Master of Fine Arts in recognition of high achievement in art, creative writing, or theatre arts. The M.F.A. is the professionally recognized terminal degree in the fine arts.

The major professor and department offering a particular M.F.A. program specify the philosophy of the degree

program, the objectives of the courses and seminars, the creative areas of concentration available, and requirements peculiar to the department. Admission to an M.F.A. program is granted only to those applicants who have demonstrated abilities and achievements that are judged by the departmental faculty to exhibit the potential for completing the degree.

Requirements for M.F.A. Degree

Credit Requirements. See the specific program requirements in Part 5.

Transfer, Correspondence Study, Non-degree Credit, and Overaged Credit Limitation. The use of transfer, correspondence study, non-degree, and overaged credits is subject to the limitations of each program but cannot exceed Graduate College limitations. Credits can be transferred to UI, with the consent of the student's committee and the dean of the College of Graduate Studies, only if the institution from which the course credits are being transferred has a graduate program in the course's discipline. All credits used toward graduate degrees must be from regionally accredited American institutions or from non-US institutions recognized by the appropriate authorities in their respective countries. Transfer credits are subject to all other Graduate College rules and regulations. Courses listed on an undergraduate record or on a professional degree transcript are not available to be used toward a graduate degree.

Time Limit. At the time the master's degree is conferred, no courses used toward the degree can be older than eight years.

Subsequent Graduate Degrees. An applicant who has a master's degree or is working on a master's degree may obtain a second master's degree, subject to the approval of the dean of the College of Graduate Studies. Up to six credits of course work used to satisfy the requirements for the first degree may be applied to the second; all other catalog requirements and credit requirements in UI courses must be fulfilled. A student who is enrolled in a doctoral program or who has a doctorate may obtain a master's degree in a different field and use a number of common credits subject to approval by the Graduate Council. A student who has a doctorate may not subsequently obtain a master's degree in the same field.

Awarding M.F.A. Degrees to Members of the Faculty. A University of Idaho faculty member with rank of senior instructor or above may not be awarded an M.F.A. degree through the department or corresponding unit in which he or she is employed, unless that faculty member had been admitted to that degree program before attaining such academic rank.

Procedures for M.F.A. Degree

Appointment of Major Professor. Generally the student will be advised initially by the departmental administrator or departmental graduate coordinator. As soon as feasible, with respect to the availability of faculty members in the student's area of concentration, but within three semesters of registration in an M.F.A. program, the student and departmental administrator or graduate coordinator nominate the major professor, who must be a member of the Graduate Faculty.

Graduate Reviews. Following departmental procedures, graduate reviews may be conducted annually by department graduate faculty members. The initial graduate review may normally be conducted within the first two semesters of registration in an M.F.A. program, and serves to assess the background of the student in both major and supporting fields and to provide in part the basis for preparation of the student's study plan.

Selection of Graduate Committee. The graduate committee consists at least of the major professor as chair, a second faculty member from the major field, and a member from a discipline outside the major department's discipline(s). A department faculty member who has an adjunct appointment to another department cannot be considered an outside committee member for a student in the faculty member's primary department. At least one-half of the members of the committee must be members of the UI Graduate Faculty. A faculty member may not serve on a committee for a student who is seeking a degree higher than the faculty member has attained. The committee is approved by the associate dean of the College of Graduate Studies in accordance with nomination procedures of the department concerned. The committee assumes the responsibility for directing the student's program under the leadership of the committee chair.

Preparation of Study Plan. Within two semesters (or two summer sessions for those attending in the summer only)

of registration in an M.F.A. program, the student and major professor or graduate coordinator prepare a study plan, on forms provided through the Graduate College, for approval by the student's committee, the departmental administrator, and the dean of the College of Graduate studies. Changes later deemed desirable may be made on a Change of Study Plan form and approved by the committee and the Graduate College. Awarding the degree is partially based on completion of all items required by the study plan.

Application for Advanced Degree. The Application for Advanced Degree, obtained through the Registrar's Office web site, www.uidaho.edu/registrar, is submitted to the College of Graduate Studies office according to the deadline printed in the academic calendar.

Before filing the application, the candidate and the major professor must jointly ascertain that the candidate has met all degree requirements or will do so by completion of the semester for which, graduation is intended.

Requirements Registration. A graduate student defending and/or submitting a thesis must be registered for thesis credit. A graduate student in a non-thesis program must be registered at UI during the semester in which the non-thesis requirements are completed. Note that correspondence courses do not satisfy the residence requirements for final-semester registration. See also "Registration and Enrollment Requirements" under general regulations. A student who was registered during a term and did not complete all requirements by the end of that term, but does so before the official opening date of the new term, is awarded the degree at the end of the following term without further registration.

Final Defense (Thesis) or Non-thesis Requirement (Examination, Project, or Presentation). Before the thesis defense or the non-thesis examination, project, or presentation, the appropriate form is obtained through the Graduate College. The thesis defense is usually oral but may be written. The actual time for the defense of the thesis is set by the department, and is scheduled on completion of the thesis work; the candidate is required to defend his or her work and show knowledge of the major and supporting fields. A recommendation of a majority of the committee is necessary for a candidate to pass the defense or non-thesis requirement. The defense or non-thesis requirement, if failed, may with departmental approval be repeated once. The interval before the second attempt may not be less than three months or longer than one year. If the student fails the final defense or non-thesis requirement twice, or the department does not allow the student to repeat the defense or non-thesis requirement after the first failure, or the student does not retake the defense or non-thesis requirement within a year, the student is automatically moved to unclassified enrollment status, and is no longer in the degree program. Following a successful defense of his or her thesis, the candidate must submit the final copies within six months; otherwise, the candidate must defend the thesis again and may be required to revise it or write an entirely new one.

Thesis. Two reproduced copies of approved quality and an additional copy of the title page must be deposited in the Graduate College by the date specified in the *Class Schedule*.

"Graduate Handbook for Theses and Dissertations," which describes the requirements of the document, the procedures to follow, and suggestions for the preparation of theses, should be obtained through the Graduate College website. Students must conform to current rules and regulations of the Graduate College when preparing theses.

Education Specialist Degrees

The University of Idaho awards the degree of Education Specialist for students who want an organized program of graduate studies beyond the master's degree, but who may not wish to pursue a doctoral program. Programs are available leading to the degrees of Education Specialist in Adult Education, Education Specialist in Counseling and Human Services, Education Specialist in Education, Education Specialist in Educational Leadership, Education Specialist in School Psychology, Education Specialist in Special Education, and Education Specialist in Professional Technical Education. General requirements for the education specialist degree are described in this section.

Requirements for Education Specialist Degree

Credit Requirements. An acceptable program of at least 60 upper-division and graduate-level semester credits beyond the bachelor's degree is required. Additional credits may be required for those who have master's degrees in other areas of emphasis or who have deficiencies. Credits listed on an undergraduate record, professional development courses, or courses on a professional degree transcript are not available to be used toward a graduate degree. No more than three credits of workshop or workshop-related courses may be used toward a graduate

degree. Each student, following advising, will submit for approval to the appropriate department or division a study plan for meeting degree requirements. The study plan then is submitted to the dean of the College of Graduate Studies for approval.

Transfer, Correspondence Study, and Non-degree Credit Limitation. No more than 12 of the last 30 credits may be taken as transfer courses, correspondence courses (with prior written approval of the dean of the College of Graduate Studies), or non-degree courses. Transfer credits must be from institutions offering graduate programs in the discipline(s) of the course(s) being transferred. All credits used toward graduate degrees must be from regionally accredited American institutions or from non-US institutions recognized by the appropriate authorities in their respective countries.

Time Limit. The last 30 credits must have been taken in the eight years preceding the semester in which the degree is awarded.

Non-thesis Requirement. The candidate must pass a non-thesis requirement after completion of most of the degree requirements. A student is required to be registered the semester the non-thesis requirement is completed.

Procedures for Education Specialist Degree

Appointment of Major Professor. The major professor, a member of the UI Graduate Faculty, is appointed as early as possible during the student's first semester in residence.

Preparation of Study Plan. Early in the student's academic career, the student prepares, in conference with the major professor, a degree program outlining all work to be completed to fulfill the requirements for the degree. The study plan is prepared on forms provided on the Graduate College website and becomes effective on approval by the student's major professor, departmental administrator, and associate dean of the College of Graduate Studies. Any subsequent changes in the study plan must be submitted to the graduate college on a standard form.

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Before filing the application, the candidate and the major professor must jointly ascertain that the candidate has met all degree requirements or will do so by the conclusion of the semester in which graduation is intended.

Final Semester Registration. A graduate student must be registered at UI during the semester in which the degree requirements are completed. (See also "Registration and Enrollment Requirements" under general regulations.) Enrollment in correspondence study courses does not fulfill this regulation. A student who was registered during a term and did not complete all requirements by the end of that term, but does so before the official opening date of the new term, is awarded the degree at the end of the following term without further registration.

Non-thesis Requirement. This written and/or oral examination, project, or presentation is taken after the completion of most or all of the degree requirements. The department establishes time, date, and place, and reports the results of the non-thesis requirement to the Graduate College. Up to one academic credit received for completing the non-thesis examination requirement or up to three credits for the presentation or project may be used toward the degree.

Doctoral Degrees

The University of Idaho awards the degree of Doctor of Philosophy in recognition of high achievement in scholarly and research activity. The degree of Doctor of Education is granted for high scholarly attainment and in recognition of the completion of academic preparation for professional practice.

The major professor and department offering a particular doctoral program indicate the general philosophy of the degree program, the objectives of courses and seminars, the research specialties available, and requirements unique to the department. Admission to the doctoral program is granted only to those who have a recognized potential for completing the degree. In order to effect an integration of course and research work, students are advised to begin research shortly after entering the program and not wait until much of the course work has been completed.

Requirements for Doctoral Degrees

Credit Requirements. A minimum of 78 credits beyond the bachelor's degree is required; of these, at least 52 credits must be numbered 500 and above, and at least 33 of the 78 credits must be in courses other than 600 (Doctoral Research and Dissertation). Courses numbered below 300 may not be used to fulfill the requirements for a doctoral degree; courses numbered 300-399 may be used only in supporting areas. Individual departments may require additional course work. **Applicants having a doctoral degree may obtain a second doctoral degree subject to the approval of the Graduate Council.** The Graduate Council will establish the requirements for the second degree.

Transfer, Correspondence Study, and Non-degree Credit Limitation. A doctoral student must complete at least 39 of the 78 required credits at UI while matriculated in the College of Graduate Studies. Credits can be transferred to UI, with the consent of the student's committee and the dean of the College of Graduate Studies, only if the institution from which the course credits are being transferred has a graduate program in the course's discipline. All credits used toward graduate degrees must be from regionally accredited American institutions or from non-US institutions recognized by the appropriate authorities in their respective countries. Transfer credits are subject to all other Graduate College rules and regulations. Correspondence study courses may be applied to the degree only with the prior written approval of the associate dean of the College of Graduate Studies. Courses used toward an undergraduate degree, professional development courses, and courses on a professional degree transcript are not available to be used toward a graduate degree.

Time Limits. Of the credits submitted to satisfy the requirements for a doctoral degree, a maximum of 30 may be more than eight years old when the degree is conferred, provided the student's committee and department determine that the student has kept current in the subjects concerned. Graduation must occur no later than five years after the date on which the candidate passed his or her preliminary or general examination. These time limitations can be extended only on recommendation of the committee and approval by the Graduate Council.

Awarding Doctoral Degrees to Members of the Faculty. A University of Idaho faculty member with rank of senior instructor or above may not be awarded a doctoral degree earned through the department or corresponding unit in which he or she is employed, unless the faculty member had been advanced to candidacy for the degree before attaining such academic rank.

Foreign Language Requirement for the Ph.D. Degree. Whether there is a foreign language requirement and, if so, the number of languages required, the method of examination, and the level of competency, are departmental options. Refer to departmental descriptions in part 5 of this catalog.

Particular Requirements for the Ed.D. Degree. A period of professional practice is required for the Doctor of Education degree; the period involved is determined by the student's supervisory committee. The Ed.D. degree is awarded only through divisions in the College of Education; therefore, the student should consult the appropriate divisional office for additional requirements.

Procedures for Doctoral Degrees

Appointment of Major Professor and Committee. Refer to the "Appointment of Major Professor and Committee for All Degree Seeking Graduate Students" in the preceding General Graduate Regulations section. In addition, a supervisory committee consists *at least* of four people: the major professor as chair, a second UI faculty member from the major department, one faculty member from a minor or supporting area, and a faculty member from a discipline outside the major department's discipline(s).

Qualifying Examination. The qualifying examination, is a departmental option and serves to assess the background of the student in both the major and supporting fields and to provide partially the basis for preparation of the student's study program. A particular department may or may not require a master's degree as a prerequisite for the qualifying evaluation. As soon as departmental qualifications are met, a supervisory committee is appointed.

Preparation of Study Plan. Within two semesters (or two summer sessions for those attending summer sessions only) of registration in the doctoral program, the student, major professor, and committee prepare a study plan on forms provided through the Graduate College. The form is then approved by the major professor, a committee (if appointed), the departmental administrator, and the dean of the College of Graduate Studies. Changes later deemed desirable may be made on a Change of Study Plan form and approved by the committee.

Preliminary Examination for Ph.D. Degree. The preliminary examination should be scheduled only after the student has completed the majority of the courses on his or her study plan. The student is required to be registered during the semester the Preliminary Exam is taken. The student's committee certifies to the Graduate College the results of the preliminary examination and if passed, the student is advanced to candidacy. Graduation must occur no later than five years after the date on which the candidate passed his or her examination. If the preliminary examination is failed, it may be repeated only once; the repeat examination must be taken within a period of not less than three months or more than one year following the first attempt. If a student fails the preliminary examination a second time, or the department does not allow the student to repeat the examination after the first failure, or the student does not retake the examination within one year, the student is automatically moved to unclassified enrollment status, and is no longer in the degree program.

General Examination for Ed.D. Degree. When the student approaches the end of his or her course work, has completed the professional experience requirement, and has outlined the dissertation subject in detail, the supervisory committee approves the holding of the general examination. The student is required to be registered during the semester the General Examination is taken. This is both a written and an oral examination and is intended to assess progress toward degree objectives. The student's committee certifies to the Graduate College the results of the general examination and if passed, the student is advanced to candidacy. Graduation must occur no later than five years after the date on which the candidate passed his or her examination. If the general examination is failed, it may be repeated only once; the repeat examination must be taken within a period of not less than three months or more than one year following the first attempt. If a student fails the general examination a second time, or the department does not allow the student to repeat the examination after the first failure, or the student does not retake the examination within one year, the student is automatically moved to unclassified status, and is no longer in the degree program.

Application for Advanced Degree. The Application for Advanced Degree, obtained through the Registrar's Office website (www.uidaho.edu/registrar), is submitted to the College of Graduate Studies according to the deadline printed in the Academic Calendar.

Before filing the application, the candidate and the major professor must jointly ascertain that the candidate has met all degree requirements or will do so by completion of the semester in which, graduation is intended.

Registration Requirements. A graduate student defending and/or submitting a dissertation must be registered for dissertation credit. See also "Registration and Enrollment Requirements" under general regulations. A student who was registered during a term and did not complete all requirements by the end of that term, but does so before the official opening date of the new term, is awarded the degree at the end of the following term without further registration.

Final Defense. Before the defense, the Authorization to Proceed with Final Defense form, a page from the "Graduate Handbook for Thesis and Dissertations," is submitted to the College of Graduate Studies. The final defense for a doctoral degree normally is not taken earlier than five months after passing the preliminary or general examination. However, the actual time for the final defense is set by the student's committee. It is held upon completion of the dissertation and after authorization forms have been issued by the Graduate College, but not earlier than ten working days after approval by the Graduate College to schedule the defense. A recommendation of a majority of the committee is necessary for a candidate to pass this defense. The defense, if failed, may be repeated once. The interval before the second attempt may not be less than three months or longer than one year. If a student fails the final defense a second time, or the department does not allow the student to repeat the defense after the first failure, or the student does not retake the defense within one year, the student is automatically moved to unclassified enrollment status, and is no longer in the degree program. Following a successful defense of his or her dissertation, the candidate must submit the final copies within six months; otherwise, the candidate must defend the dissertation again and may be required to revise it or write an entirely new one.

Dissertation. A "Graduate Handbook for Theses and Dissertations," which describes requirements and make suggestions for the preparation of dissertations, should be obtained through the Graduate College website. Students must conform to current rules and regulations when preparing dissertations.

Assistantships and Research Fellowships

Assistantships are open to domestic and international students who hold a baccalaureate degree from any university or college of recognized standing and who are regularly enrolled students in the College of Graduate Studies.

Students in the provisional enrollment category or in the unclassified enrollment category are NOT eligible to receive assistantships.

An inquiry for a position or award should be addressed to the administrator of the department in which the applicant plans to enroll for graduate study. Appointments include a work requirement of up to 20 clock hours a week. Assistants are considered students and do not pay social security if registered for 9 or more credits. Assistants who provide classroom and/or laboratory instruction or assistance under the supervision of a full-time member of the faculty are teaching assistants. Assistants who provide research service, grade papers, and perform other non-teaching duties are research assistants. Those appointed to assistantships supported by the university are advised that the appointments are tenable only in the unit of the major field of study, except where prior written exceptions are made. Annual leave, sick leave, and health insurance benefits are not available for graduate assistants.

Continuation of the assistantship after the first semester is contingent upon satisfactory performance, progress toward your degree, and abiding by the department's and University's policies and procedures. UI policies are available on-line in the Faculty-Staff Handbook.

Assistants are required to sign a Patent and Copyright Agreement for University of Idaho Employees, attend assistantship training during the first year in attendance, and, as with all students, have personal health insurance coverage or enrollment in the Student Health Insurance Program.

Salaries for assistantships vary depending upon the department, length of graduate service, and whether they are for an academic year or for 12 months. Assistantships at the University of Idaho are competitive with those at like institutions and current salary levels will be provided by the college or department upon inquiry.

In addition, nonresident tuition will be waived for persons holding full appointments, and a pro rata portion of nonresident tuition will be waived for persons holding partial appointments. However, **each person who holds a full appointment as an assistant is required to pay graduate tuition and the uniform student fee charged to registered full-time students, regardless of the number of credits for which the student is registered.** Persons accepting part-time assistantships will be required to pay graduate tuition and student fees based on the number of credit hours for which the person is registered.

A full-time assistant cannot use a staff or staff spouse fee waiver.

Research fellowships are awarded by various colleges. Research conducted on fellowships may or may not be used for dissertation purposes. Credit enrollment and stipends vary according to the particular fellowship. Fees and tuition are charged, but in some cases may be remitted, depending on the type of fellowship and the availability of funds. Inquiries should be addressed to the administrator of the department in which the applicant plans to enroll.