



# Idaho State University

## Graduate Catalog 1998-99, Volume 52

**Dr. Paul D. Tate, Dean**

**Office of Graduate Studies  
Idaho State University  
Campus Box 8075  
Pocatello, ID 83209-8075**

**(208) 236-2150**

**Museum Building, 4th Floor, Room 401**

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Catalogs, bulletins, course or fee schedules shall not to be considered as binding contracts between Idaho State University and students. The University reserves the right at any time, without advance notice, to: (a) withdraw or cancel classes, courses, and programs; (b) change fees schedule; (c) change the academic calendar; (d) change admissions and registration requirements; (e) change the regulations and requirements governing instruction in, and graduation from, the University and its various divisions; and (f) change any other regulations affecting students. Changes shall go into force whenever the proper authorities so determine, and shall apply not only to prospective students but also to those who are matriculated at the time in the University. When economic and other conditions permit, the University tries to provide advance notice of such changes. In particular, when an instructional program is to be withdrawn, the university will make every reasonable effort to ensure that students who are within two (2) years of completing the graduation requirements, and who are making normal progress toward the completion of those requirements, will have the opportunity to complete the program which is to be withdrawn.

### **Postmaster**

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# Table of Contents

Academic Calendar for 1998-99 ..... Inside Front Cover	Time Limits ..... 12	Mathematics, Dept. of ..... 49
Application for Admission to Graduate Studies (blue) ..... Front Insert	Advisors & Examining Committees .... 12	Museum ..... 52
Graduate Programs of Study List (white) ..... Front Insert	Program of Study, Candidacy, Application for a Degree ..... 13	Music, Dept. of ..... 52
Residency Form (pink) ..... Front Insert	Examinations ..... 13	Physics, Dept. of ..... 52
International Student Supplemental Admission Form (gold) ..... Front Insert	Petitions ..... 14	Political Science, Dept. of ..... 55
Non-Resident Tuition Waiver Form (purple) ..... Front Insert	Withdrawal or Dismissal ..... 14	Psychology, Dept. of ..... 59
Table of Contents ..... 2	Appeals of Grade or Dismissal ..... 14	Sociology, Social Work, & Criminal Justice, Dept. of ..... 62
Academic Administration ..... 3	Interdisciplinary Degrees ..... 16	Business, College of ..... 65
Graduate Council Membership ..... 3	Hazardous Waste Management (Interdisciplinary Studies) ..... 16	Education, College of ..... 73
Graduate Programs ..... 4	Master of Natural Science ..... 17	Engineering, College of ..... 89
Summary of Procedures for Graduate Degrees ..... 6	Family Practice Residency Program .... 18	Health Professions, College of ..... 95
Admission ..... 7	Expenses ..... 18	Counseling, Dept. of ..... 95
Classifications of Graduate Students .... 8	Financial Support ..... 21	Health & Nutrition Sciences, Dept. of ..... 101
Admission Requirements for Degree-Seeking Students ..... 8	University Services ..... 23	Health Care Administration, Dept. of ..... 103
Admission Requirements for Non-Degree-Seeking Students ..... 9	Arts & Sciences, College of ..... 27	Nursing, Dept. of ..... 103
Admission Requirements for Professional Development Students ..... 9	Anthropology, Dept. of ..... 27	Physical Therapy, Dept. of ..... 106
Admission of International Students .... 9	Art, Department of ..... 28	Speech Pathology & Audiology, Dept. of ..... 108
Admission of Last-Semester Seniors ... 10	Biological Sciences, Dept. of ..... 30	Pharmacy, College of ..... 113
Doctoral Programs ..... 10	Chemistry, Dept. of ..... 36	Pharmacy Practice & Administrative Sciences, Dept. of ..... 113
Course Levels, Credits, & Grading .... 10	Communication & Theatre, Dept. of ... 38	Pharmaceutical Sciences, Dept. of .... 113
Transfer of Credits ..... 11	Economics, Dept. of ..... 39	Graduate Faculty ..... 118
Residency/Correspondence Courses ... 11	English & Philosophy, Dept. of ..... 40	Index ..... 127
	Foreign Languages, Dept. of ..... 44	Campus Map ..... Inside Back Cover
	Geology, Dept. of ..... 45	
	History, Dept. of ..... 48	

# Academic Administration

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Dean of the School of Applied Technology .....	Raynae J. Marsh, Ph.D.
Dean of Student Affairs .....	Janet C. Anderson, Ed.D.
Interim University Librarian and Dean of Eli M. Oboler Library .....	Leonard Hitchcock

## Graduate Council Membership, 1997-98

<u>Area</u>	<u>Name/Department</u>	<u>Box Number</u>	<u>Phone</u>
Arts and Sciences			
Humanities/Fine Arts	Dr. Brian Attebery (Dept. of English & Philosophy)	8056	236-2742
Natural Sciences	Dr. Ken Rodnick (Dept. of Biological Sciences)	8007	236-3790
Social Sciences	Dr. Mark McBeth (Dept. of Political Science)	8073	236-2740
Business	Dr. Kregg Aytes (College of Business)	8020	236-3357
Education	Dr. Sandra Wilkins (Divn. II, Child & Family Studies)	8059	236-3921
Engineering	Dr. Subbaram Naidu (College of Engineering)	8060	236-2307
Health Professions	Dr. Rick Kearns (Dept. of Health & Nutrition Sciences)	8109	236-3495
Pharmacy	Dr. Anna Ratka (Dept. of Pharmaceutical Sciences)	8334	236-3322
At-Large	Dr. Richard Sagness (College of Education)	8059	236-4950
Graduate Student Research and Scholarship Committee	Marty Amberg (Dept. of Psychology)	8112	236-4788

# Graduate Studies Programs

## College of Arts and Sciences

<u>Program</u>	<u>Degree</u>	<u>Chair</u>	<u>Box Number</u>	<u>Phone</u>
Anthropology	M.A., M.S.	Dr. Teri Hall	8005	236-2629
Art	M.F.A.	Professor Gail Dial	8004	236-2361
Biological Sciences	M.S. in Biology (Botany, Zoology)	Dr. Rod Seeley	8007	236-3765
	M.S. in Microbiology			
	M.N.S. in Biology			
	D.A. in Biology			
	Ph.D. in Biology (Botany, Microbiology, Zoology)			
Chemistry	B.S./M.S., M.N.S.	Dr. Dennis Strommen	8023	236-4444
Communication and Theatre	M.A. in Speech Communication	Dr. Bruce Loeb	8115	236-3695
	M.A. in Speech Communication with emphasis in Organizational Communication			
	M.A. in Theatre			
English	M.A., D.A.	Dr. John L. Kijinski	8056	236-2478
Geology	M.S., M.N.S.	Dr. David W. Rodgers	8072	236-3365
	M.S. with Environmental Geoscience Emphasis			
Mathematics	M.S., M.N.S., D.A.	Dr. Larry Ford	8085	236-3350
Physics	M.S.	Dr. John Knox	8106	236-2350
	M.S. with Health Physics Emphasis			
	M.N.S.			
Political Science	M.A., M.P.A., D.A.	Dr. Richard Foster	8073	236-2211
Psychology	M.S. (General Experimental Psychology)	Dr. Victor Joe	8112	236-2462
	M.S./Ph.D. (Clinical Psychology)			
Sociology	M.A.	Dr. Donald Pierson	8114	236-2170

## College of Business

Business Administration	M.B.A.	Dr. George Johnson, M.B.A. Program Director	8020	236-2504
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(Idaho Falls Coordinator: Michael Anderson, University Place, 1776 Science Center Drive, Idaho Falls, Idaho 83402, (208) 535-7802)

## College of Education

Education	M.Ed. in Education Administration	Dr. Gene Davis	8059	236-3202
	M.Ed. in Curriculum and Instruction	Dr. Peter Denner	8059	236-4230
	M.Ed. in Literacy	Dr. Robert Pehrsson	8059	236-3422
	M.Ed. in Family and Consumer Sciences	Dr. Sandra Wilkins	8059	236-3921
	Ed.S. Certificate	Dr. Stephanie Salzman	8059	236-3114
	Ed.D. in Educational Leadership (Educational Administration, Higher Education Administration, Educational Technology, Educational Training and Development emphasis areas)	Dr. Stephanie Salzman	8059	236-3114
	Occupational Education	M.Ed. in Occupational Training Management (Vocational Program Management and Industrial Training Management options)	Dr. John Bobell	8059
Physical Education and Dance	M.P.E. in Athletic Administration	Dr. Tim Winter	8105	236-2656
School Psychology	M.Ed. in Human Exceptionality (School Psychological Examiner emphasis area)	Dr. Gerald Spadafore	8059	236-4149
	Ed.S. (School Psychology)	Dr. Gerald Spadafore	8059	236-4149

Special Education	M.Ed. in Human Exceptionality (Special Education emphasis area)	Dr. Carol M. Stenson	8059	236-4149
	M.Ed. in Human Exceptionality (Early Childhood Special Education emphasis area)	Dr. Steven Daley	8059	236-4559
	Ed.S. (Special Education)	Dr. Carol M. Stenson	8059	236-4149

### College of Engineering

Engineering	M.S. (Measurement and Control, Engineering, Nuclear Science and Engineering, Environmental Engineering, Hazardous Waste Management emphasis areas) Ph.D. in Engineering and Applied Science	Dr. Jay Kunze, Dean	8060	236-2902
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### College of Health Professions

Audiology	M.S.	Dr. David Sorensen	8116	236-4196
Counseling	M.Coun. (Mental Health Counseling, School Counseling, Student Affairs and College Counseling) Ed.S. (Counseling) Ed.D. (Counselor Education and Counseling)	Dr. Virginia B. Allen	8120	236-3156
Deaf Education	M.S.	Dr. David Sorensen	8116	236-4196
Family Centered Practice	Certificate	Dr. Virginia B. Allen	8120	236-3156
Health and Nutrition Sciences	M.H.E., M.P.H.	Dr. James Girvan	8109	236-2729
Nursing	M.S.	Dr. Pamela Clarke	8101	236-2185
Occupational Therapy	M.O.T.	Dr. Alex Urfer	8002	236-4095
Physical Therapy	M.P.T.	Dr. Alex Urfer	8002	236-4095
Speech-Language Pathology	M.S.	Dr. David Sorensen	8116	236-4196

### College of Pharmacy

Pharm.D (See General University Bulletin for description )				
Pharmaceutical Sciences	M.S. in Pharmacy (Pharmaceutical Chemistry, Pharmacognosy, Pharmacology, Pharmaceutics majors) Ph.D. in Pharmaceutical Sciences (Biopharmaceutics, Biopharmaceutical Analysis, Pharmacokinetics, Pharmacology emphasis areas)	Dr. Christopher Daniels	8334	236-2682
Pharmacy Practice and Administrative Sciences	M.S. in Pharmacy (Pharmacy Administration emphasis) Ph.D. in Pharmaceutical Sciences (Pharmacy Administration emphasis)	Dr. Vaughn Culbertson	8333	236-2586

### Interdisciplinary Programs

Hazardous Waste Management	M.S.	Dr. Edwin House	8130	236-2174
Natural Science	M.N.S. (Biological Sciences, Chemistry, Geology, Mathematics, Physics)	See Chairpeople listed above		
Other	M.A., M.Ed., M.S. (Any two departments)	Dr. Paul Tate	8075	236-2150

**Family Practice Residency Program:** Program Director, Campus Box 8357, Pocatello, ID 83209; (208) 236-4508

**Idaho Falls Graduate Programs:** Coordinator of University Programs, 1776 Science Center Drive, Idaho Falls, Idaho, 83402, (208) 535-7800, for information concerning these programs.

*The following departments/disciplines offer graduate courses, but no graduate degrees:  
Economics, Foreign Languages, Health Care Administration, History, Museum, Music, Philosophy, Social Work*

# Summary of Procedures for Graduate Degrees

<u>Procedure</u>	<u>Under Direction of</u>	<u>Date</u>
Application	Office of Graduate Studies	No later than May 1 for summer session enrollment, July 1 for fall semester enrollment, and December 1 for spring semester enrollment or the following Monday should these dates fall on a weekend.
Selection of an Advisor	Department Chair	Varies by program
Selection of a Committee	Advisor	Varies by program
Preliminary Examinations	Department Chair or Advisor	Not required by some programs
Final Program of Study/ Admission to Candidacy	Advisor, Department Chair, Dean of Graduate Studies	During semester immediately preceding semester of intended date of graduation. Classified Status Only.
Comprehensive Examinations	Advisor or Department Chair	Varies by program
Thesis or Dissertation Draft to Committee	Student and Advisor	Not later than 2 weeks prior to oral defense
Thesis or Dissertation Defense	Advisor, Committee, and Dean of Graduate Studies	Not later than 2 weeks prior to end of final semester
Oral Examination (Non-Thesis)	Advisor, Committee, and Dean of Graduate Studies	Not later than 2 weeks prior to end of final semester
Application for Graduation	Office of Graduate Studies	Within two weeks of beginning of final semester; for summer graduation, June 1
Payment of \$20 Application for Graduation Diploma Fee	Office of Registration/Records	By the end of final semester
Submission of Final Thesis or Dissertation Copies	Dean of Graduate Studies	Within 2 weeks following oral examination

## Idaho State University

Each year, Idaho State University enrolls over 2,000 graduate students in 51 master's programs and 10 doctoral programs. Located in the southeastern community of Pocatello, Idaho State University offers a remarkable combination of academic excellence, relaxed life style, and superb outdoor recreational opportunities. Idaho State University is accredited by the Northwest Association of Schools and Colleges. In addition, it is accredited or approved for specific programs by the following organizations: American Council on Pharmaceutical Education, American Chemical Society, National League for Nursing, American Dental Association Commission on Dental Accreditation, American Assembly of Collegiate Schools of Business, American Speech, Language, and Hearing Association, National Council for Accreditation of Teacher Education, National Association for State Directors for Teacher Education and Certification, Council for Accreditation of Counseling and Related Educational Programs, Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology, and the Council on Social Work Education. Idaho State University is proud of its tradition of excellence in graduate studies and research. If you are interested in Idaho State University, you probably already know a bit about our offerings in your area. Nevertheless, we invite you to call the Office of Graduate Studies (208-236-2150) or the chairperson of your prospective department for further information.

# Graduate Studies

## Admission

Idaho State University invites applications for admission to Graduate Studies from students holding undergraduate degrees from any accredited college or university in the United States or with equivalent preparation acquired in another country. Prospective students may apply as degree-seeking or non-degree-seeking students. Non-degree-seeking students include those seeking certification, professional growth, or strengthened backgrounds for various professional and industrial occupations.

## The Application Procedure

Prospective graduate students must initiate the admission process as follows:

1. Applications for admission may be obtained from the Office of Graduate Studies. An application form is also included within the Graduate Catalog. When completed, the form must be returned to the Office of Graduate Studies, Campus Box 8075, Idaho State University, Pocatello, Idaho 83209-0009.
2. Applicants applying as degree-seeking students must request that each institution at which they have taken any post-secondary work submit one official transcript directly to the Office of Graduate Studies. Idaho State University undergraduate transcripts are available to the Office of Graduate Studies and need not be forwarded by the applicant.
3. Applicants must include a \$35 non-refundable application fee with the application form. Students who do not pay the required application fee for admission may not register for courses.
4. Some programs require additional information (e.g., letters of recommendation); please review individual departmental sections of this catalog for additional requirements.
5. Please see additional requirements for degree-seeking, last semester seniors, and international students under those headings on the following pages.
6. The applicant must clearly indicate the graduate program desired on the application form, or if a non-degree-seeking student, the college and department in which the student intends to take courses.

## Application Deadline

Application forms must be completed and returned to the Office of Graduate Studies no later than May 1st for summer session enrollment, July 1st for fall semester enrollment, and December 1st for spring semester enrollment, or the following Monday should these dates fall on a weekend. **Please note that some programs have earlier deadlines than those listed;** please contact the program chair for specifics.

## Notification of Admission

Applicants who have been accepted into Graduate Studies will receive a notification letter and a copy of the Approval for Admission form from the Office of Graduate Studies. Those who have not been admitted will receive a letter from the Office of Graduate Studies or from the department/college to which the student made application.

Admission to Graduate Studies allows a student to enroll in graduate courses in the specified department and college. It does not imply admission to courses in other departments. Only those admitted as degree-seeking students may assume that they are permitted to seek an advanced degree in the discipline/department which approved the admission. Non-degree-seeking students who are admitted are permitted to take courses in the department which admitted them, but this does not imply they will later be approved for admission as a degree-seeking student.

## Re-Enrollment or Re-Admission of Graduate Students

Graduate students who have been admitted to Graduate Studies may enroll for graduate or undergraduate classes by pre-registration or registration without further application activity if they enroll within two years from the beginning of the term for which the applicant was accepted. In general, admission to Graduate Studies is valid for two years and a student is not required to reapply for admission within the two year period. Therefore, students who were not enrolled in the previous term may register for the current term. However, some departments may have more restrictive requirements and admission may be valid for only a particular semester or year. Students should contact departments to determine these more restrictive requirements.

Graduate students who fail to enroll during the two year period or more restrictive period of the department must reapply for admission. Graduate students who fail to enroll for two years after an initial enrollment are dropped from admission to Graduate Studies and are required to submit a completed application form. Students who were previously admitted to Graduate Studies are required to pay the application fee if they fail to enroll for over five years.

## Registration

All applicants who have received notice of admission into Graduate Studies may pre-register during the appropriate pre-registration periods or during the regular registration times prior to each semester or summer session. Telephone registration is also available to officially admitted students. Instructions for phone registration is available in each semester's class schedule, available from the Office of Registration and Records (208) 236-2661. To expedite completion of the registration procedure, all recipients of graduate teaching assistantships, graduate fellowships, and/or scholarships to be applied toward tuition and fees should pre-register if at all possible.

## Restricted Registration

Any graduate student receiving a grade of C or below in two graduate courses during his or her program, or whose GPA falls below 3.0, will be automatically blocked from registering for additional courses. For the block to be removed, the student's department or college must communicate to the Office of Graduate Studies in writing its wish to allow the student to continue in the program. Please note that some programs vary in their restrictions with regard to this policy; contact your program chair for specifics.

## Registration without Permission

Students who register for graduate courses in violation of any restriction printed in the Graduate Catalog or written on their Approval for Admission form, or who register for graduate courses after receiving a letter of dismissal from the department or college that admitted them, will be dropped from the graduate course(s) as soon as the violation is discovered.

# Classifications of Graduate Students

## Classified Students

Graduates of accredited institutions who have earned grade point averages of 3.0 or higher for all upper division credits taken at the undergraduate level, regardless of the institution at which the credits were earned, are eligible to be admitted as regular degree-seeking students in masters programs and are given the classification of Classified student upon submission of official GRE scores. Doctoral students must meet individual department GPA requirements; please see department sections of this catalog for complete information. In the case of those students who have not completed the baccalaureate degree, the grade point average shall be recalculated on all upper division credits once the bachelor's degree is completed. Students who achieve at least the 35th percentile in one of the aptitude sections (Verbal, Quantitative, Analytical) may be eligible for this classification if the earned grade point average for all upper division credits taken at the undergraduate level is 2.0 or higher. However, many departments have more restrictive requirements than these for this classification. The College of Business requires the GMAT. The Department of Counseling and the College of Education accept the MAT in lieu of the GRE. Please see the department sections for this information.

## Conditional Students

A department/college may, at its discretion, admit students in a degree program on a trial basis as Conditional students to ascertain their ability to do graduate work within a particular curriculum. Conditional students are those who do not have acceptable undergraduate grade point averages and/or GRE (GMAT in the College of Business, or MAT in the Department of Counseling and College of Education) scores for admission to the university.

Conditional status also may be used by a department for students whose credentials do not meet specific departmental requirements. Conditional students must adhere to regulations established by the Graduate Council. The following criteria must be met by the student before the Conditional status can be changed to Classified:

1. The student must complete at least nine credits and maintain a 3.0 GPA or better;

2. If the GRE (or GMAT/MAT) was not taken by the student at the time of admission as a Conditional student, the student must take the GRE (or GMAT/MAT) the first semester of Conditional status.

Upon completion of the above two criteria, a request to change the student's status to Classified may be submitted to the Dean of Graduate Studies. The following steps must be followed to accomplish this change:

1. At any time after meeting of the above criteria a student may initiate an Approval for Change of Student Status in the Office of Graduate Studies. However, the department/college may also initiate the change and should do so by written request when the student has met the required criteria. The department/college also has the option of requesting the change to Classified status before the student has completed nine credits.
2. If the student's credentials at the time of the request for change in status to Classified reveal a GPA of less than 3.0 for all upper division credits taken at the undergraduate level, regardless of the institution at which the credits were earned, and GRE or MAT scores lower than the 35th percentile for each of the aptitude sections (Verbal, Quantitative, Analytical), then admission to Classified status must be approved by the Graduate Council.
3. The change from Conditional to Classified status must be approved by the Dean of Graduate Studies.

Departments/colleges may request that students be shifted to Classified status by written request. Not all departments/colleges exercise this option, and departments may have regulations in addition to those listed above. Students seeking admission as Conditional students should contact particular departments for advice on admission and registration. If a student admitted to Conditional status fails to meet the conditions for admission stated on the Approval for Admission form, the student will be dismissed from the program.

## Unclassified Students

Applicants holding a bachelor's degree who desire to take courses for graduate credit for personal or professional enrichment but who do not want to pursue a graduate degree are eligible to apply for admission as Unclassified (non-degree-seeking) students. There is no assurance that courses taken under Unclassified status may be used later to satisfy degree

requirements. Courses may be taken only in those departments that have approved a student's Unclassified admission. If the student wishes to pursue a graduate degree within the university, the student must (1) notify in writing the department/college of his/her intention to seek admission as a Classified student and (2) apply for change of student status in the Office of Graduate Studies. The student must also meet application and admission requirements of degree-seeking students described previously or below. At the option of the departments, students may petition the Dean of Graduate Studies to transfer course work taken while under Unclassified status to a degree program. The total number of such credits transferred shall not be more than 30% of the credits of the program of work required of each student for the degree. International students do not qualify for Unclassified status.

## Admission Requirements For Degree-Seeking Students

Degree-seeking students must meet the following requirements:

1. A baccalaureate degree from a college or university accredited in the United States or its equivalent from a school in another country.
2. An earned grade point average of at least 3.0 or higher for all upper division credits taken at the undergraduate level, regardless of the institution at which the credits were earned, for those seeking a master's degree. In the case of those students who have not completed the baccalaureate degree, the grade point average shall be recalculated on all upper division credits once the bachelor's degree is completed. Please see individual department sections for GPA requirements for doctoral programs.
3. Degree-seeking applicants must submit official scores on the aptitude portion of the Graduate Record Examination (GRE), the Graduate Management Aptitude Test (GMAT), of the Miller Analogies Test (MAT) as appropriate (see departmental sections). To register for the GRE, contact either the Educational Testing Service, Box 899, Princeton, New Jersey, 08540, or the ISU Counseling and Testing Center (208)236-2130. Students applying for admission to programs in the College of Education or the Department of Counseling may submit MAT scores in lieu of the GRE. To register for the MAT contact the ISU

Counseling and Testing Center . Some departments may admit degree-seeking students on a Conditional basis without submission of test scores. However, in such cases, the test must be taken in the first semester or summer session of enrollment. Applicants who have achieved at least the 35th percentile in one of the aptitude sections of the GRE (Verbal, Quantitative, Analytical), or the 35th percentile on the MAT are eligible for admission as degree-seeking students if the earned grade point average for all upper division credits taken at the undergraduate level is 2.0 or higher. GRE/GMAT/MAT scores are used for other purposes in addition to admission. Most departments/colleges also use these scores as part of the criteria for awarding graduate assistantships, fellowships, or scholarships. Other parts of the campus also may use these scores in the process of awarding scholarships. Students at Idaho State University may take these tests at the Counseling and Testing Center. Special study sessions are available at the university in the Academic Skills Center (208)236-3662 to aid the student in preparing for the GRE/GMAT.

4. Approval by the department or college offering the desired degree program. Please see individual department sections of this catalog for additional requirements.
5. Approval by the Dean of Graduate Studies.

### Admission Requirements For Non-Degree-Seeking Students

Non-degree-seeking students who apply for admission must meet the following conditions:

1. A baccalaureate degree from a college or university accredited in the United States or its equivalent from a school in another country.
2. Proof of graduation must be shown by evidence of a degree. Students must submit one of the following: copy of an unofficial transcript showing proof of degree, copy of the diploma, copy of Idaho Teacher Certification, or a letter from an appropriate college or university official.
3. A properly completed application form which includes signing an agreement that the applicant will provide evidence that he/she holds a baccalaureate degree.
4. International students do not qualify for Unclassified status.

### Admission Requirements for Professional Development Students (597 Courses)

The Office of Graduate Studies recognizes the need for individuals in their particular occupations to improve their professional capabilities by taking particular courses which would provide that service. Many of these students, particularly public school teachers, are best served if these courses are offered for graduate credit. In some cases the courses are workshops or short courses which can be taken in a short time period. These types of courses are “advanced” with respect to the students who enroll but are not courses which a particular discipline offers to a student with the goal of earning an advanced degree. Therefore, professional development courses are offered by many departments to meet the perceived need and are treated differently in the following respects:

1. Students may enroll in professional development courses offered under the 597 number without the necessity of being admitted to Graduate Studies. However, they must hold a baccalaureate degree from an accredited institution at the time they enter the class or receive special permission from the Dean of Graduate Studies if they are last semester seniors.
2. The credits earned will not count toward an advanced degree nor may they be petitioned to count at a later date.
3. There is no limit to the number of 597 credits which a student may earn.
4. All instructors of 597 courses must have an advanced degree.
5. Students must certify for each 597 course for which they enroll that they possess a baccalaureate degree and agree to the conditions by which they are permitted to register for the course.
6. Students who have not been admitted previously to Graduate Studies at Idaho State University will be classified as Unclassified, Master’s, Professional Development students. They will not be permitted to register for any graduate level courses except 597 courses unless they apply for admission and are accepted into Graduate Studies.
7. Students who have been admitted into Graduate Studies are permitted to take 597 courses but must register for these courses by signing the special registration form in addition to the regular procedures for registration.

8. Departments shall determine if and when professional development courses are to be offered with their prefix.

### Admission of International Students

Applications for admission to graduate studies will not be processed in the Office of Graduate Studies until cleared by the International Admissions Clerk in the Office of Admissions. Applications will not be processed until the application fee has been received.

In addition to the admission requirements listed previously, international students must meet the following conditions:

1. International students must submit a financial statement to the Office of Admissions verifying that they will be able to support themselves financially for one year while attending Idaho State University. This must consist of a statement or letter from a bank indicating that funds are available and accessible. The amount of money available to the student must be listed on the financial statement. A graduate assistantship or fellowship awarded by a department or college may be used as part of this amount.
2. International students who have not graduated from an accredited college or university in the United States and whose native language is not English, normally must achieve satisfactory scores on the Test of English as a Foreign Language (TOEFL). Specifically, students must achieve a total score of 550 and a score of 55 on Section 1 (Listening Comprehension). Information about the TOEFL test, including test dates and locations in foreign countries, can be obtained from the Educational Testing Service, Box 899, Princeton, New Jersey, 08540. Registration forms must reach Princeton at least five weeks before the test is taken. **PHOTOCOPIES OF TOEFL SCORES WILL NOT BE ACCEPTED.**
3. International students may not enter the United States for graduate study without a U.S. Immigration (I-20) form. This form will be supplied by the International Admissions Clerk in the Office of Admissions after a department or college chooses to accept a student and items 1 and 2 above are met in addition to the admission requirements listed previously. International students are urged to remain in their own countries until they receive notice of acceptance.

4. International students transferring from a school within the United States must be “IN STATUS” with Immigration and Naturalization Services to be issued an I-20 form from ISU. A transfer form will be sent after the application has been received, to be completed as verification of acceptable immigration status.

If you have questions or need additional information, please contact the International Admissions Clerk at (208)236-2314, or FAX number (208) 236-4231.

### Admission of Last-Semester Seniors

Seniors in residence at ISU, with permission of the Office of Graduate Studies, may register for no more than six graduate credits during the semester or summer session in which they will complete the work for a bachelor’s degree at ISU. This option is reserved for outstanding seniors who are seriously considering attending ISU for graduate studies. The option must be approved not only by the Office of Graduate Studies but also by the student’s advisor, the department chairperson, and the course instructor. **ONLY COURSES NUMBERED 500-599 MAY BE TAKEN WITH THIS OPTION.** If a senior admitted to graduate study under this provision fails to complete graduate requirements for a bachelor’s degree, all graduate credits earned revert to undergraduate credit. The student’s load, including both graduate and undergraduate credit, may not exceed 16 credits or nine credits in the case of summer school. A senior selecting this option must file an Application for Admission with the Office of Graduate Studies when he/she requests permission to take graduate level courses. Application deadlines for admission of last-semester seniors are the same as those for degree-seeking graduate students.

## Doctoral Programs

Admission to doctoral programs varies depending upon the program of study. Potential applicants are encouraged to read the appropriate sections of the Graduate Catalog for individual program variations. Generally, students applying for admission to a doctoral program must hold a master’s degree and must have achieved at least the 50th percentile in one of the aptitude sections (Verbal, Quantitative, or Analytical) of the Graduate Record Examination. (Doctor of Arts applicants must

have an average GRE score placing them in the 50th percentile or above.)

## Course Levels, Credits, and Grading

### Course Levels

Courses numbered 600 and 700 are for students admitted into Graduate Studies only. Other courses for which graduate credit may be obtained are indicated with “g” designations in the Undergraduate Catalog and the Graduate Catalog. Courses with “g” designations are shown on registration forms and transcripts as 500-level courses (e.g. EDUC g483 becomes EDUC 583.) Extra work is required of graduate students enrolled in “g” courses. Whether these or other courses may be applied toward requirements for a graduate degree is determined by the department offering the degree. Credit by examination (course challenge) is not permitted in graduate programs.

### Activities Instructors May Require to Meet the “Additional Work” Requirement to Receive Graduate Credit in Those Courses Offered as g300 and g400:

The Graduate Council expects instructors to require specific work to be done in a graduate level course to justify graduate credit being given. This is particularly true for courses which may be used to count toward a degree. In those courses designated at the g300 or g400 level, for students to receive graduate credit (500 level courses) specific and evaluated activities and performances must be identified. Listed below are a suggested list of activities which an instructor may use to meet this requirement.

1. An additional scholarly activity such as:
  - a. term paper(s)
  - b. substantive report(s) which may be one of the following: survey, analysis and report; laboratory investigation and report; library research and report
  - c. attendance at a significant regional or national meeting with an analysis and report
2. Classroom activities that are beyond that required of undergraduates and are evaluated.

- a. special presentation of some subject
- b. provision of leadership on discussion of some significant topic in the classroom
- c. any other classroom activity which is evaluated and not required of undergraduates

3. Examinations. Special examinations which are different from those given to undergraduates and are more demanding than those given to undergraduates. Such exams may be those which require greater performance at the higher cognitive levels such as interpretation, synthesis and evaluation.

### Credits

For a master’s degree, a minimum of 30 credits in approved course work, including thesis credits if required, must be completed. Except in the cases of the M.N.S. and M.P.A. degrees, a master’s degree student must complete at least 15 credits in 600-level courses. Credit requirements for doctoral degrees vary by program.

### A credit hour in graduate courses requires:

1. 50 minutes in class each week for 16 weeks (or equivalent in summer sessions and in courses offered in special formats), or
2. Approximately two and one-half hours in laboratory work each week for 16 weeks (or equivalent).

The maximum number of credits obtainable in a semester is 16 including courses taken at the undergraduate level. In a summer session, a student may earn a number of credits equal to the number of weeks enrolled plus two, and the total number of summer session credits may not exceed 12 (e.g., a student taking classes for eight weeks may earn up to 10 credits). Graduate Assistants may earn no more than 12 credits per semester.

Students who, because of exceptional circumstances, want to take more than the maximum number of credits, must request permission in person from the Dean of Graduate Studies. They must also have support in writing from the graduate program director or chairperson of their department.

Thesis or dissertation credits are not awarded to the student until after completion and final approval by the examining committee. At this time, the advisor reports a grade of S or U for all previous thesis registrations. The student may register for thesis credits any

semester she/he is enrolled as a degree-seeking student, subject to the approval of the department chair or program director, but the letters IP (in progress) are recorded on the transcript in place of a grade for all such registrants until final approval is obtained. The student who wishes to continue work on thesis credits shown on earlier registrations without registration is free to do so.

## Workshop and Special Course Credits

A maximum of four credits earned in workshops may be applied toward a degree. A workshop is defined as a short course that does not exceed one week. Workshops and special courses taken under the 597 number may not be applied toward a degree.

## Grading

A 3.0 GPA for the courses listed on the program of study is required for any graduate degree or certification at Idaho State University. A grade of C or below is essentially failing at the graduate level. However, some departments may accept a C grade in one or two courses as long as the minimum overall 3.0 GPA is maintained. C grades may cause departments/colleges to dismiss students from a graduate degree program. (See section entitled **Restricted Registration**)

All thesis and dissertation credits and some research courses are graded on a satisfactory (S) or unsatisfactory (U) basis. Departments/colleges may grade additional graduate courses with the S/U system with approval of the Graduate Council. IP (in progress) grades may be given for those students who have initiated but not completed their thesis, dissertation, or research work. No graduate courses will be offered on a Pass/No Pass (P/NP) basis.

Students may repeat a course in which they received a grade lower than an A. In such cases, the last grade received shall be the grade of record.

## Incomplete Grades

An Incomplete grade may be awarded at midterm or semester end. At midterm, an Incomplete indicates the student, through illness or other excusable absence, has missed so much work the instructor cannot assign a regular grade. An Incomplete grade at midterm is not a final grade. An Incomplete grade may, at the option of the instructor, be given at the end of the semester only when a student has satisfactory performance within three weeks of the end-of-semester

examination period. Incomplete work must be completed within one (1) calendar year from the date such grade is given.

A change of grade form must be submitted by the faculty member or the Incomplete will become permanent. The instructor must submit a Course Completion Contract along with the grade report for that class. The Course Completion Contract must be signed by the student and the instructor stipulating the assignment(s) required to finish the course within the allowable time period. A copy of the Contract is to be given to the student, a copy retained by the instructor, and the original copy attached to the course grade report and sent to the Registrar's Office.

In extreme circumstances only will a student be allowed an extension of time beyond one calendar year for removal of an Incomplete. An "Extension of Time for Removal of Incomplete" card must be completed and filed with the Registrar's Office within the one calendar year period for this extension to be official.

To receive credit for a course in which an Incomplete grade has become a permanent grade, the entire course must be repeated.

Petitions to deviate from this policy will not be allowed.

## Transfer of Credits

### Master's Degrees

All credits must be earned on the Idaho State University campus except in the following instances: (1) In all degree programs a total of nine semester credits may be transferred from an accredited institution. Transfer of residence credits from an accredited institution is acceptable only if the courses were taken as resident credits at that institution and are specifically approved by the Office of Graduate Studies and the academic department of ISU when the final program of study is submitted; (2) Extension credits earned through ISU but taught by instructors other than approved faculty of ISU are treated as transfer credits. Official transcripts to be used for transfer of credits in a degree program must be received before application for a degree will be approved.

### Intra-institutional Transfer

Transfer of Credits from Unclassified to Classified Status. Students may petition the Dean of Graduate Studies to transfer course

work taken while under Unclassified status to a degree program. The total number shall not be more than 30% of the credits of the program of work required of each student for the degree.

Transfer of Credits from One Program to Another. There are no limits to the number of credits which may be applied toward a master's degree program which were originally awarded in a different degree program if a) the student was not awarded a degree in the original program and b) the department approves the transfer of such credits and the courses taken meet the requirements for the degree approved by the Graduate Council. There are no limitations with respect to electives which exceed the requirement for the degree.

Departments and/or colleges may allow students to apply up to nine semester credit hours earned at ISU to two master's degrees.

## Doctoral Programs

Departments may accept credits by transfer *in toto* or in part from a master's degree earned at ISU or at another institution regardless of age of the courses. See section on Time Limits for further discussion of this policy.

## Residency/ Correspondence Courses

### Residency

All credits which are to be applied to an advanced degree must be earned as resident credits or accepted for transfer as described in the Transfer of Credits section. Resident credits are those earned on the Idaho State University campus except in the following instances: (1) With the approval of the department and college offering the degree, graduate credits earned in the Boise Cooperative Graduate Center, Twin Falls Graduate Center, or Idaho Falls Graduate Center are considered resident credits and may be applied toward an advanced degree. (2) Extension courses approved by the Graduate Council and taught solely by approved faculty of ISU may be, with departmental approval, accepted as resident credit, but only when normal instruction does not demand special facilities available only on campus. A maximum of 15 credits earned under these circumstances may be applied toward a degree.

## Correspondence Courses

No credit obtained by correspondence may be counted toward a graduate degree at ISU.

## Time Limits

### Master's and Educational Specialist Degrees

All requirements for a master's degree or educational specialist degree must be completed within eight years preceding the student's graduation. An extension of time may be obtained for good cause with the approval of the Graduate Council (file petition through the Office of Graduate Studies).

## Doctoral Degrees

The doctorate is a research or performance degree and signifies that the holder has the competence to function independently at the highest level of endeavor in the chosen profession. Hence, the number of years involved in attaining or retaining competency cannot be readily specified. Rather, it is important that the doctoral student's competency be assessed and verified in a reasonable period of time prior to conferral of the degree.

The comprehensive examination is the method of assessing whether the student has attained sufficient knowledge of the discipline and supporting fields in order to undertake the independent research or practice. It is expected that the examination will occur after all course work has been completed and language or other requirements satisfied, and it consists of a series of examinations covering all areas specified in the plan of study.

Because the comprehensive examination attests to the academic competence of the student who is about to become an independent researcher or practitioner, the examination should not precede the degree by too long a period of time. Consequently, doctoral candidates are allowed no more than five years in which to complete remaining degree requirements. In the event a student fails to complete the doctorate within five years after passing the comprehensive examination, an extension of time can be obtained only by: a) The student getting a specified set of requirements from the student's committee which states in writing what must be done to make the candidate up-to-date in the discipline. These

new requirements for obtaining an extension may include the necessity to repeat parts or all of the comprehensive examination; b) The student must then submit a petition to the Graduate Council for the extension and provide the written documents showing the additional requirements established by the student's committee justifying the requested extension.

### Out-of-Date Credits

All credits applied to a master's degree or to an educational specialist degree must have been taken within eight years immediately prior to granting of the degree unless it can be shown that the course work taken more than eight years earlier covers material which has not changed substantially during the intervening time or that the student has been able to remain current in the topics covered in the course. Evidence that the older course work is still appropriate must be approved by the department chairman. A petition requesting an exception to the eight-year limitation must be submitted by the student to the Graduate Council for approval. The letter of approval from the department chairman should identify the reasons why the older course work is still appropriate and be submitted with the petition to the Graduate Council.

## Advisors & Examining Committees

All Examining Committees shall consist of an odd number of members. These members ordinarily must be members of the Graduate Faculty and approved by the Dean of Graduate Studies. Appointments to Examining Committees of non-faculty members or of faculty members not on the Graduate Faculty must be approved by the Dean of Graduate Studies. A listing of Graduate Faculty is contained in this catalog.

Usually, when a student is admitted to graduate study, a temporary advisor is assigned. In some cases, the department chairperson or graduate program director serves in this capacity for all incoming graduate students. The student, following departmental procedures and regulations, then selects a permanent advisor who will be responsible for helping the student to finalize the program of study.

For most degree options, a second member is selected from the student's department to serve on the examining committee with final approval by the Dean of Graduate Studies. (In some programs of study, more than one departmental faculty member, in addition to the advisor, serves on the examining committee.) A third member of the examining committee, called the Graduate Faculty Representative (GFR) is appointed by the Dean of Graduate Studies from outside the student's department. The GFR must be a member of the Graduate Faculty and may not be selected from a separate discipline within a yoked department. The GFR is the representative of the Office of Graduate Studies on the examining committee and is responsible for reporting the results of graduate examinations to the Dean of Graduate Studies. The Office of Graduate Studies welcomes suggestions from the student regarding candidates for the GFR.

### Conflict of Interest of Graduate Faculty

Faculty are expected to exclude themselves from evaluation of graduate students with regard to whom impartiality may be jeopardized by considerations that are not academic. Such considerations may include, but are not limited to, membership in the same household or close familial relationships.

### Procedure for Changing a Major Advisor

When a graduate student seeks a change in his/her major advisor, the following procedure must be followed:

1. The student must submit to the academic unit head or graduate program director, as appropriate, a written request for change of major advisor. It shall contain the rationale on which the request is based and may, if the student wishes, propose a specific replacement.
2. If the unit head/program director and the current advisor accept the rationale, and if an appropriate new advisor acceptable to the student is secured, the unit head/program director will submit the proposed new appointment to the Dean of Graduate Studies for approval.
3. Should the unit head/program director or the current major advisor not agree to the proposed change and the conditions thereof, and if no compromise acceptable to all parties can be reached, the

matter shall be arbitrated by the unit graduate faculty (or its designated committee). Such arbitration may need to consider the question of ownership of data from research already undertaken by the student under the major advisor's supervision, similarly whether another appropriately specialized major advisor is available for the student. The unit head/program director will notify the Dean of Graduate Studies of the decision reached by the department graduate faculty or its designated committee.

4. Any appeal of the department's decision by the student shall be directed to the Dean of Graduate Studies.

## Program of Study, Candidacy, Application for a Degree

### Final Program of Study

A final program of study must be submitted to and approved by the Office of Graduate Studies during the semester immediately preceding the semester in which they intend to graduate. The final Program of Study form will list all requirements that must be completed in order to receive the degree or certificate.

If the requirements for the degree or certificate being sought change during a student's program, the student is entitled to follow those requirements in effect at the time of admission, or the student may elect to follow the new requirements.

### Candidacy for Doctoral Degrees

Admission to candidacy for doctoral degrees occurs only after the student has passed a preliminary examination which is usually administered early in the program, or when substantially all coursework has been completed.

Students seeking doctoral degrees must submit a final Program of Study form to the Office of Graduate Studies upon completion of examinations, but no later than the semester immediately preceding the semester in which they intend to graduate. The final Program of Study form will list all requirements that must be completed in order to receive the doctoral degree.

### Application For a Degree

Within the first two weeks of the fall or spring semester in which the student expects to complete work for the degree, or the last day of spring semester for graduation during summer session, an application for graduation must be filed in the Office of Graduate Studies. An application and diploma fee of \$20 must be paid at this time in the Office of Registration and Records. If the student does not complete requirements during this semester or summer session, an updated application must be submitted for the subsequent semester and the \$20 fee paid again in the Office of Graduate Studies.

Degree applicants must submit all official transcripts before applying for a degree. Official transcripts to be used for transfer of credits into a degree program must be received before the application for a degree will be approved.

Applications for degrees will not be approved without the prior approval of a final Program of Study form.

### Graduate Student Participation in Classified or Proprietary Research

The Graduate Council affirms the policy regarding the participation of graduate students in classified or proprietary research as it is stated in the Idaho State University Patent Policy. "Idaho State University shall make only agreements with third parties which will not inhibit a student's timely completion of a course of study or degree." This shall be interpreted to mean that students must not be delayed in their program of study up to and including the award of the degree and that placement of the finished thesis or dissertation in the library for public access may not be delayed longer than six months.

### Library Privileges

Graduate student I.D. cards serve as permission to use the Library. Graduate students attempting to finish degree requirements, but who are not enrolled in courses and therefore do not hold a current student I.D., may obtain authorization to use the Library from the Office of Graduate Studies.

## Examinations

All graduate students are to complete a final examination. Final examinations are scheduled by departments and reported to the Office of Graduate Studies.

All examinations must be completed at least two weeks before the end of a semester or summer session in which the student plans to graduate. All graduate requirements must be completed prior to or at the end of the semester or summer session during which final examinations are held. Students writing theses or dissertations are given final oral examinations. Others are usually given both written and oral examinations. Doctoral students are required to take written examinations at various times prior to the final examination (see doctoral program descriptions). Doctoral oral examinations are open to all regular members of the faculty as observers. These examinations are not open to non-faculty without permission of the Dean of Graduate Studies.

The student passes the exam if a majority of the committee so votes. Otherwise, the student fails the final exam. For students failing the final exam, the Graduate Studies Office allows one re-examination. This re-examination is to take place during the subsequent three (3) semesters unless otherwise approved by the Office of Graduate Studies. If the academic unit involved has a formal re-examination policy, that policy supersedes the Graduate Studies Office re-examination policy.

If the candidate's program requires a thesis, copies in substantially final form shall be in the hands of the examining committee at least two weeks before the date scheduled for the oral examination. Oral examinations are to be held at least two weeks prior to the date of graduation. If any member questions whether or not the substance or form of the thesis or dissertation is adequate, the committee as a whole decides if the thesis is sufficiently prepared for an oral examination. The major advisor is responsible for reporting a grade to the Registrar for all prior thesis registrations of the candidate when the thesis has been approved by the examining committee.

After the successful defense of a thesis/dissertation/DA scholarly activity, the student must submit all appropriate documents to the Office of Graduate Studies within two weeks. Failure to do so may delay graduation. If the required documents are not submitted within one year, the Dean of Graduate

Studies may declare the defense void and require that it be repeated.

A manual with detailed instruction for thesis/dissertation preparation and clearance (*Instructions for Preparing Theses, Dissertation, DA Papers, and Professional Projects*) is available from the Office of Graduate Studies.

If the candidate's program requires no thesis, the department or college is responsible for having a written examination on the degree program prepared and administered. If the student's performance is judged to be satisfactory or if it is determined that deficiencies may be cleared up during the oral examination, the examining committee conducts the oral examination on the scheduled date. Otherwise, the student may be expected to complete subsequent requirements before the oral examination is held. Oral examinations for non-thesis students must also be completed two weeks prior to the date of graduation.

## Petitions

A student may petition the Dean of Graduate Studies for exceptions to the rules and procedures stated in the Graduate Catalog or for consideration of problems not covered by the stated procedures. Petition forms for graduate students are available only from the Office of Graduate Studies; undergraduate petitions forms will not be accepted.

A student would use the petition form to petition for:

1. withdrawal from courses after the deadline for withdrawal as stated in the University Calendar.
2. use of credits more than eight years old to count towards a master's degree.
3. transfer of credits from unclassified to classified status.
4. transfer of more than 30% of credits required for a degree from unclassified to classified status.
5. transfer of more than nine credits from another institution to a master's degree program at Idaho State University.
6. an extension of the maximum time (eight years) allowed for completion of a master's degree or educational specialist certificate.
7. an extension of the maximum time (five years) allowed for completion of a doctoral degree after comprehensive examinations have been passed.

8. correction of errors or inaccuracies on the student's official transcript.
9. any other deviation from Graduate Studies policy listed in this catalog.

Petition forms should not be used for:

1. appeals of a grade or of dismissal from a program. See the section on Appeals in this Catalog.
2. substitutions of courses within degree requirements or waivers of degree requirements. Exceptions to degree requirements are requested as a part of the approval process for the Program of Study form.

## Withdrawal or Dismissal

Students may voluntarily withdraw from a graduate course or a graduate program at any time. In such cases, the student must provide written request for the withdrawal by use of the appropriate withdrawal forms. Withdrawal from a course must occur prior to final examination week to avoid penalty. Voluntary withdrawal from a graduate program during an appeal of dismissal automatically terminates the appeals process.

Students receiving letters of dismissal will automatically be dropped from all graduate courses, regardless of whether they choose to appeal, and will receive a full refund of fees. A "W" grade will then be entered on the transcript for all graduate courses not completed. Students receiving dismissal letters **after the 10th day of classes** may petition the Dean of Graduate Studies for permission to complete the graduate courses in which they are enrolled. Students who appeal the dismissal will be blocked from registration for further graduate courses during the appeals process itself. See also the section of this catalog entitled "Appeal of Dismissal."

A graduate student may be dismissed from a graduate program by a department/college according to the policy described in the Appeal of Dismissal section.

## Appeals of Grade or Dismissal

### Appeal of a Grade

Graduate students who wish to appeal a grade must use the following procedural format. Appeal of a grade must be made

within one semester following the posting of the grade. Grades earned in the spring semester that are to be appealed need not be appealed during the summer, but the appeals process must be initiated in the following fall semester. Faculty members who are overruled in the appeals process are entitled to the same sequence of appeal as the graduate students. The Office of Graduate Studies encourages resolution of appeals at the lowest possible level.

#### Step 1:

The Class Instructor. When a student receives a grade that is judged by that student to be unjustifiably low, the first step in the appeals process is to discuss the matter with the instructor of the class. This may be done informally but if the student plans to proceed up the line of appeal, a formal statement must be prepared in accordance with the format presented in the Protocol for Appeals shown below. This statement must specify what, in the student's mind, would constitute a fair redress of the grievance. If the instructor agrees that the student was erroneously graded, the grade is changed using standard procedures. If the instructor stands by the original decision, the case may be taken to the department chairperson. In such an instance, the instructor must prepare a statement explaining the reasons for the grade.

#### Step 2:

The Department Chairperson. The chairperson of the department in which the appealed grade was received is to review the student's written statement and the instructor's written rationale for the grade. The chairperson should interview the student and the instructor and may conduct whatever additional investigation is deemed appropriate to help in the decision-making process. The chairperson must render a decision within two weeks of receipt of the appeal.

If the chairperson sustains the decision of the instructor, the appeal may be taken to the dean of the college. If the department chairperson chooses to overrule the instructor, the grade must be adjusted and the chairperson may adjust the grade. It is possible to negotiate the adjusted grade. If the student remains dissatisfied with the adjustment, the appeal may still be taken to the dean of the college. Regardless of the decision, the chairperson must prepare a statement, in writing, that explains the reason for the decision. If the appeal is taken to the dean, the chairperson's statement must accompany the student's appeal and the instructor's statement.

**Step 3:**

The Dean of the College. The dean of the college is next to be contacted in the appeals process. The dean is to appoint an impartial committee of faculty members who will review all written documentation pertaining to the case. This appeals committee should interview both the student and the instructor and may conduct any other investigation deemed necessary. The appeals committee, which is advisory to the dean, must submit a written statement of its decision. The dean's decision is also to be tendered in writing. The committee's deliberation and the dean's decision must be completed within three weeks of receipt of the appeal in the dean's office. If the student is not satisfied with the decision of the committee, the appeal may be taken to the Graduate Council.

**Step 4:**

The Graduate Council. At the request of the student, the Graduate Council will review all prior documentation and render a decision within three weeks of receipt of the appeal. The Dean of Graduate Studies and/or the Graduate Council may interview the student and instructor or carry out any other investigation deemed necessary to assist in the decision-making process. Once the decision is made, it is final and will be implemented by the Dean of Graduate Studies.

## Protocol for Appealing a Grade

Protocol for appeal of a grade must include the student's name, department/college, date of the appeal, course title and number, instructor's name, and grade received in the class. Also included must be the student's rationale for appeal of the grade. The student should state as succinctly as possible the reasons for making the appeal. The student must also state the solution that would satisfy the appeal from the student's perspective.

## Appeal of Dismissal from a Graduate Program

### Dismissal Policy

A graduate student may be dismissed from a graduate program by a department/college according to the following criteria:

1. If the student fails to meet the continuation standards of the department (including conditions stated on the Approval for Admission form), or

2. If it is the academic judgment of two-thirds of the graduate faculty in the department that the student is not making satisfactory progress in the program, and such judgment is recorded by formal vote.

In all cases the student must be notified in writing by certified mail, return receipt requested, that he/she is dismissed and must be told in the document that he/she has the right of appeal according to the ISU Graduate Catalog. The student should be given a copy of the Graduate Catalog or notified that the Catalog is available in the Office of Graduate Studies. The initiation of the appeal must occur within 15 working days of the notification of the dismissal.

## Procedures for the Appeal of Dismissal

**Step 1:**

Departmental Level.

1. The student must request reconsideration in writing using the Protocol for Appealing Dismissal from a Graduate Program which is described below.
2. A majority of the graduate faculty of the department must meet within 15 days of the filed appeal and must decide by a 2/3 vote of those present to sustain the dismissal, or the dismissal is revoked. If necessary, the meeting of the graduate faculty may include those participating by telephone or videoconference. Should it prove impossible during the Summer to convene a majority of the graduate faculty, the department is required to assemble them in the first week they are on contract in the Fall semester. In such instance, if the student chooses to appeal the department's graduate faculty decision, the Dean of the College and the Graduate Council will attempt to expedite the procedure described below.
3. Either decision (revoke or sustain) is to be explained in writing to the student. Copies of this decision and explanation should be sent to the Dean of Graduate Studies.
4. If the department upholds the dismissal, the student may appeal the decision to the dean of the college. The student must appeal to the dean of the college within 15 working days of the notification of the department's decision.
5. If the dismissal is revoked, the department chairperson shall notify in writing the student and the Dean of

Graduate Studies, and the student shall be reinstated.

**Step 2:**

Dean of the College.

1. If the student appeals to the dean of the college, then the dean must do the following: a. Read the student's written statement. b. Read the written decision and explanation of the graduate faculty. c. The dean may interview the student or the graduate faculty in the department or conduct any other appropriate investigation that may aid in the decision-making process. d. The dean must consider the appeal within 15 working days of the student's filed appeal and must decide to either revoke or sustain the dismissal.
2. Dean Overrule. If the dismissal is revoked, the dean must state in writing the reasons for the overrule and notify the student, the department, and the Dean of Graduate Studies, and the student shall be reinstated. The graduate faculty of the department may appeal the dean's decision to the Graduate Council.
3. Dean Sustains Dismissal. If the dean sustains the decision to dismiss, he/she must notify in writing the student, the department, and the Dean of Graduate Studies.

**Step 3:**

The Graduate Council.

1. The student may appeal to the Graduate Council if the dean of the college sustains the dismissal. The student must appeal to the Graduate Council within 15 working days of the notification of the dean's decision. This appeal must be in writing.
2. The Graduate Council must consider the appeal within 15 working days of the student's notification of appeal. This review should include copies of documents prepared in Step 1 and Step 2 of the appeals process.
3. The Dean of Graduate Studies and/or the Graduate Council may interview the student, graduate faculty, or college dean to secure whatever information might be deemed necessary to aid in the review.
4. The Council's decision to revoke or sustain the dismissal is final.

5. The Council's decision is to be prepared in writing, and with all other documentation, kept in the student's file.
6. The Dean of Graduate Studies must notify in writing the student, department, and college dean of the decision.
7. If the decision is to revoke the dismissal, the Dean of Graduate Studies must reinstate the student in the program.

### **Protocol for Appealing Dismissal From a Graduate Program**

Protocol for appeal of dismissal from a graduate program must include the student's name, department/college, and date of the appeal. Also included must be the rationale for appeal of the dismissal. The student should state as succinctly as possible the reasons for making the appeal.

### **Academic Dishonesty**

Academic dishonesty includes, but is not limited to, cheating and plagiarism. Academic dishonesty at the graduate level is considered a serious offense and may result in dismissal from a graduate program.

Whenever a faculty member suspects a graduate student of academic dishonesty, the instructor should present the evidence to the student and consider the student's response. If the instructor concludes after consultation with the student that academic dishonesty has indeed occurred, the instructor should write a letter to the chairperson of the department in which the student is seeking a graduate degree, describing the incident. The instructor should include with the letter any evidence used to draw the conclusion that academic dishonesty has occurred (e.g., copies of the student's written assignment, copies of documents thought to have been plagiarized, etc.), and should state clearly the penalty imposed within the course itself. The penalty should be in proportion to the severity of the offense. If the penalty is to be a failing grade, the instructor should first consult with the chairperson of the department, and the chairperson should meet jointly with the student and faculty member to review the incident. The student may appeal the penalty by following the procedures in the Graduate Catalog entitled "Appeal of a Grade."

A copy of the instructor's letter reporting the offense, along with any evidence submitted to the chairperson, should be sent to the student, to the dean of the college in which the student is seeking a graduate degree, and to the Dean of Graduate Studies. A copy of the letter is to be placed in the student's permanent file in the department and in the Office of Graduate Studies. If the student is exonerated during the appeals process, however, the letter and all other records of the accusation of academic dishonesty are to be deleted from the student's files.

The department chairperson may, in accordance with the policy and procedures of the department, impose the penalty of dismissal from the program. A student may appeal the dismissal by following the procedures in the Graduate Catalog entitled "Appeal of Dismissal from a Graduate Program."

## **Interdisciplinary Degrees**

Idaho State University offers students the opportunity to pursue an interdisciplinary master's degree. The degree sought and the field appearing first in the title of the program will be that of the department providing the major portion of the graduate credits. Other fields in the title will be secondary fields of concentration. The requirements include: completion of a minimum of 30 credit hours with a minimum of 10 hours in each of the departments participating. Students must be admitted into such a program by each department which participates. Students must contact each department contemplated to be involved prior to initiating the development of an interdisciplinary program. Although students must take at least 10 credits in each of the departments participating, departments may, at their discretion, require additional credit hours of the students as a condition of the departmental participation and admission of the student in the program. An initial program of study must be submitted to the Office of Graduate Studies during the first year of coursework. Requirements for interdisciplinary programs are the same as for other degree programs. An interdisciplinary thesis may be written with a minimum of three credit hours and a maximum of five credit hours in each department. The final oral examination must include a representative from each department and a graduate faculty representative from a department not involved in the interdisciplinary program.

## **Hazardous Waste Management (Interdisciplinary Studies)**

Students may pursue an M.S. in Hazardous Waste Management (Interdisciplinary Studies). Students must obtain admission to Graduate Studies, which requires that students possess a 2.75 GPA or higher for all upper division credits taken at the undergraduate level (some departments may require a higher GPA), regardless of the institution at which the credits were earned, and GRE scores must be provided for admission. Most participating departments use the 35% minimum in one of the three general test areas, but some may require a higher minimum. Please see individual department sections of this catalog. Students may be admitted on a conditional basis without GRE scores, but the scores must be submitted no later than the end of the first semester of enrollment.

Students entering this program are also required to have successfully completed at least 30 total credit hours of courses in engineering, physics, chemistry, geology, biology, pharmaceutical sciences or mathematics. Specifically, students must have successfully completed coursework equivalent to ISU MATH 120 (Essentials of Calculus) and ISU CHEM 121/122 (General Chemistry). Grades of "C" or better must be recorded to count toward these requirements. Students may be granted conditional acceptance based on their willingness to complete one or two missing courses as deficiencies, if they are close to meeting the admissions requirements. Such acceptance is left up to the discretion of the individual departments/colleges.

Students must also obtain admission from two academic departments/disciplines. Admission requirements vary between departments, and there may be departmental requirements beyond those of the Office of Graduate Studies which the student must fulfill to gain departmental admission.

Within the framework of the basic degree requirements, an advisory committee is chosen to work with the student to create an individualized program of study. The advisory committee consists of two ISU faculty advisors, one from each of the two listed departments. The faculty member in the primary department acts as the student's major advisor and provides direction to the student regarding all relevant aspects of the program. The committee should assist the

student in selecting courses appropriate for the program of study. An initial program of study must be developed and submitted to the Hazardous Waste Management Council (HWM) for approval no later than the second semester of enrollment. Changes in the initial program may be made with the approval of the major advisor. The final program of study is submitted to the HWM Council for graduation clearance. A Graduate Faculty Representative is appointed to the student's committee in the final term of study to monitor and participate in the final comprehensive exam or thesis defense.

The objective of the Interdisciplinary Studies program in Hazardous Waste Management is to allow the student to combine courses in Hazardous Waste Management with related courses in areas of primary interest. At least 30 credits are required for the degree, of which at least 15 must be at the 600 level. At least 10 credits must be completed within each of the two listed departments, with the remainder of the course work representing the Hazardous Waste Management required and elective course work. No more than 9 credits may be transferred from another university, with the exception of courses cross-listed with the University of Idaho, which will be accepted as resident credits. Thesis and non-thesis options are available for the degree. A maximum of 10 credits of research and thesis may be counted toward the degree; these credits may apply towards the 15 credits at the 600-level requirement. There are specific program-wide and department-specific requirements for the thesis and non-thesis option. Students should confer closely with their advisory committee members in deciding the most appropriate option.

Department/academic disciplines participating in the program include: Biological Sciences, Business, Chemistry, Engineering, Geology, Mathematics, Pharmaceutical Sciences, Physics, Political Science, and Occupational Education (Occupational Training Management).

Currently a number of the Hazardous Waste Management courses are being offered only in Idaho Falls, although efforts are made to provide instruction to Pocatello students as often as possible via the telecommunications system. Many courses are instructed during evening hours. Due to these factors and the interdisciplinary nature of the program, it may be anticipated that completion of the M.S. degree may take longer than for other "traditional" M.S. degrees.

## Required Courses

The following courses are required of every student receiving the M.S. degree in Hazardous Waste Management (Interdisciplinary Studies).

BIOS 587	Environmental Science and Pollutants	3 cr
ENGR 570	Survey of Hazardous Waste Management Problems	3 cr
ENGR 606	Environmental Law and Regulations	3 cr
ENGR 655*	Hazardous Waste Management Seminar	1 cr

\*Course must be completed two times in order to satisfy requirement.

## Elective Courses

Students, together with their advisory committee, should choose courses from the following electives which will complement departmental courses in each of their chosen areas and strengthen their degree program.

BIOS 581	Independent Problems (HWM/BIOS)	2 cr
BIOS 623	Soil and Groundwater Bioremediation	3 cr
BIOS 624	Microbial Ecology	3 cr
CHEM 535	Environmental Chemistry	2 cr
CHEM 537	Environmental Chemistry Laboratory	1 cr
ENVE 504	Engineering Risk Assessment	3 cr
ENGR 589	Principles of Hazardous Waste Site Remediation	3 cr
ENGR 606	Environmental Law and Regulations	3 cr
ENVE 607	Hazardous Waste Management	3 cr
ENGR 608	Waste Treatment Technologies	3 cr
ENVE 609	Treatment of Radioactive Waste	3 cr
ENVE 612	Treatment of Hazardous Chemical Waste	3 cr
ENVE 614	Hazardous Waste Site Remediation	3 cr
ENGR 659	Special Topics in Engineering Science	3 cr
GEOL 520	Principles of Geochemistry	3 cr
GEOL 530	Principles of Hydrogeology	3 cr
GEOL 617	Environmental Geochemistry	3 cr
PSCI 621	Biological Action of Chemicals	3 cr
PSCI 622	Principles of Toxicology	3 cr
PHYS 605	Radiological Environmental Monitoring and Surveillance	3 cr
IEHS 630	Seminar in Emergency Planning and Preparedness	3 cr
GRAD 720	Supervised Internship in Hazardous Waste Management	1-6 cr

## Special Requirements Department of Biological Sciences:

Students who have not taken an undergraduate ecology course will be required to complete the ecology bridge course BIOS 521 prior to enrollment in BIOS 587, a required course.

All students choosing this option will be required to complete Hazardous Waste Management Problems BIOS 581, an independent study course.

## College of Engineering:

The College of Engineering participates as an academic discipline in the Interdisciplinary Studies program for Hazardous Waste Management. Students may also choose to pursue an environmental engineering major and a M.S. degree in Engineering. The environmental engineering major is based on the hazardous waste management curriculum but requires a more vigorous quantitative curriculum. Please see the Engineering section for more detail on this degree. Students may also choose to pursue an M.S. degree in Engineering with an emphasis in hazardous waste management within two other majors. The latter option is administered through the College of Engineering, and information regarding this option is detailed elsewhere in this Catalog.

Students who have insufficient background to complete the engineering course work included in the program of study will be required to take the engineering bridge course, ENGR 501.

## Department of Political Science:

The Department of Political Science will serve only as a secondary academic discipline in this program, with another discipline chosen as the primary field.

## Master of Natural Science

Majors in Biology, Chemistry, Geology, Mathematics, and Physics or approved interdisciplinary combination of the foregoing may lead to the degree of Master of Natural Science. This program is designed to provide subject matter material for those teaching at the secondary level or intending to do so. Requirements include possession of or pursuit of a standard secondary teaching credential. "Pursuit of a standard secondary teaching credential" shall be defined as follows: The following factors must be completed by the student, or the student must have equivalency in these areas to meet the definition:

1. Meet the requirements for admission to the Teacher Education Program at ISU including:

EDUC 200

1 cr.

2. Complete or take equivalent courses in:

HE 200	2 cr.
SPED 200	2 cr.
FCS 200	2 cr.
EDUC 323	3 cr.
EDUC 333	3 cr.
EDUC 343	3 cr.

Therefore, if a student enters a M.N.S. program with no equivalent coursework in education, the student must take these 16 additional credits in addition to 30 graduate credits in the discipline to receive the M.N.S. degree. This leaves 12-19 credits, including student teaching, to be completed to receive certification in Idaho. Candidates must complete a program of study in one, two, or three of the areas listed. The committee designing the program of study, in consultation with the student, should be comprised of members from each department involved plus a graduate faculty representative. Requirements include completion of a prescribed program of study of at least 30 credits at the graduate level approved by a departmental committee selected by the student in consultation with the student's major professor and approved by the Dean of Graduate Studies and satisfactory performance on final written and oral examinations. If the student's teaching background is considered to be dated or deficient, a pedagogical component approved by the committee may be included. Pedagogical credits are beyond the 30 hours minimum required in subject matter course work. Courses to be counted toward the degree must be g-designated 300-400 level courses or at the 600 level. At least 22 credits must be taken in residence.

## Family Practice Residency Program

The Idaho State University Family Practice Residency is a postgraduate training program for physicians who have an M.D. or D.O. degree. The program has affiliations with the medical schools of the University of Utah and the University of Washington and is accredited by the Accreditation Council for Graduate Medical Education. The Family Medicine Clinic, located on the ISU campus, is the outpatient training site with hospital rotations at Bannock Regional Medical Center and Pocatello Regional Medical Center. The Residency will accept four residents per year into its three-year program.

The program is geared to produce well trained Family Physicians to practice in rural Idaho. The curriculum includes family medicine, obstetrics/gynecology, surgery, internal medicine, pediatrics, geriatrics, emergency medicine, community medicine, behavioral science, rural medicine, orthopedics and other subspecialties. The program is designed to support each individual resident's personal as well as professional growth.

### Curriculum Overview

#### First Year

- 12 weeks Internal Medicine
- 12 weeks Pediatrics (Inpatient)
- 12 weeks Obstetrics
- 8 weeks General Surgery
- 4 weeks Emergency Medicine
- 2 weeks Family Practice Center

#### Second Year

- 12 weeks Internal Medicine
- 8 weeks Pediatric (Outpatient)
- 4 weeks Geriatrics
- 4 weeks Gynecology
- 8 weeks Rural Rotations
- 8 weeks Emergency Medicine
- 2 weeks Community Medicine
- 2 weeks Psychology
- 4 weeks Electives

#### Third Year

- 16 weeks Internal Medicine (Chief Resident)
- 2 weeks ENT
- 2 weeks Urology
- 2 weeks Ophthalmology
- 2 weeks Dermatology
- 6 weeks Orthopedics
- 2 weeks Sports Medicine
- 4 weeks Rural Rotations
- 2 weeks Research
- 12 weeks Electives

For more information, please contact the Family Practice Residency Program Director at Idaho State University, Campus Box 8357, Pocatello, Idaho 83209; (208)236-4508.

## Expenses

**The following fee ESTIMATES are subject to change without advance notice. (See "Policy Statement Concerning Graduate Catalog Contents" on the title page of this catalog.)**

In general, the expenses for Idaho State University students may be divided into classifications of fees, board, and room. In addition to the fees listed, some courses may require the expense of special uniforms, protective clothing, field trip expenses, lab fees, or instructional costs for remedial courses.

## Enrollment Fees

All graduate students will be charged fees as a full-time student whenever they enroll for 8 credit hours or more. For financial aid purposes, graduate assistants/fellows and students receiving other financial aid must enroll for 9 credits per semester to be considered full-time.

1997-98 Fees and Tuition, including mandatory student health insurance fee\*. (This catalog was published prior to Idaho Board of Education approval of fees and tuition for 1998-99)

	<u>Per Semester</u>	<u>Per Year</u>
Resident	\$1470 .....	\$2940
Non-Resident	\$4460 .....	\$8920

\*Students are required to pay the student health insurance premium of \$220.00 per semester as a part of full-time fees. Students may request a refund of the insurance premium through the ASISU Student Insurance Office. Application must be made by the 10th day of classes. Insurance refunds will be issued by the insurance carrier, NOT by ISU.

## Idaho Residency Requirements for Fee Payment

Residency for tuition purposes is governed by Idaho Code §33-3717 and the residency rules of the State Board of Education. Although a full-time regularly-enrolled resident student is not required to pay tuition while enrolled at Idaho State University, students are charged fees for educational costs excluding the cost of instruction in accordance with the Idaho State System of Higher Education "Notice to Nonresidents of the State of Idaho."

**A student is a "resident" for purposes of fee payment if:**

- 1) He/She has a parent or court-appointed guardian currently domiciled in Idaho who has maintained a bona fide domicile in Idaho for at least one year prior to the opening day of the term for which the student enrolls; or
- 2) He/She receives less than 50% financial support from parents or guardians and has continuously resided in Idaho for at least 12 months prior to the opening day of the term for which the student enrolls and has established a bona fide domicile in Idaho primarily for purposes other than educational; or
- 3) He/She is a graduate of an accredited Idaho high school, unless the student graduates while attending on an exchange student visa; or

4) He/She is the spouse of an Idaho resident or person who qualifies for Idaho residency; or

5) He/She is a member of the armed forces stationed in Idaho or whose parents or guardians are members of the armed forces stationed in Idaho and who receives 50% or more financial support from parents or guardians; or

6) He/She is honorably discharged from the military and elects Idaho as his/her intended domicile within one year of discharge; or

7) He/She is a member of the Coeur d'Alene, Shoshone-Paiute, Nez Perce, Shoshone-Bannock, or Kootenai Tribe.

Direct specific questions to Suzanne Peck, ISU Admissions Office, Campus Box 8270, Pocatello, ID 83209, (208)236-2476.

#### A "non-resident" student shall include:

Any student attending an institution in this state with the aid of financial assistance provided by another state or governmental unit or agency thereof, such non-residency continuing for one (1) year after the completion of the semester for which such assistance is last provided.

Any person who is not a citizen of the United States of American, who does not have permanent or temporary resident status or does not hold "refugee-parolee" or "conditional entrant" status with the U.S. Immigration and Naturalization Service or is not otherwise permanently residing in the U.S. under color of the law and who does not also meet and comply with all applicable requirements for establishing residency as covered under these provisions.

#### Establishing a New Domicile in Idaho

The establishment of a new domicile in Idaho by a person formerly domiciled in another state has occurred if such person is **physically present in Idaho primarily for purposes other than educational** and can show satisfactory proof that such person is without a present intention to return to such other state or to acquire a domicile at some other place outside of Idaho. In determining whether a student is domiciled in the state of Idaho primarily for purposes other than educational, Idaho State University shall consider, but shall not be limited to the following factors:

- Registration and payment of Idaho taxes or fees on a motor vehicle, mobile home, travel trailer, or other item of personal property for which state registration and the payment of a state tax or fee is required.

- Filing of Idaho state income tax returns.
- Permanent full-time employment or the hourly equivalent thereof in the state of Idaho.
- Registration to vote for state elected officials in Idaho at a general election.

Residency decision for fee payment purposes for graduate students are made by the Office of Graduate Studies. Students may appeal through the Residency Appeals Committee at Idaho State University. Student who initially enroll at ISU as non-residents and later wish to be considered for a change in residency status must obtain an affidavit for residency application from the Admissions Office, Campus Box 8270, (208)236-2476. The affidavit must be completed, notarized and submitted to the Admissions Office along with supporting documentation. If approved, the student's status is changed in the computer and the student is bill as a resident. It is the responsibility of the person requesting reclassification of residency status to provide clear and convincing evidence of bona fide domicile in Idaho.

## Other Fees and Charges

**Application Fee (beginning Fall Semester 1998) \$35**

**Audit Fee - Same as part-time credit hour fees**

**Class Fees (in addition to regular registration fees)**

Certain university classes require additional fees for specialized instruction and/or supplies. See the Class Schedule for class fees required for specific courses, i.e., music, home economics, geology, etc.

**Application for Graduation and Diploma Fee \$20**

This fee is collected from each applicant for a certificate or for a master's or doctorate degree.

**Reprocessing Fee for Graduation \$20**

**Faculty, Staff and Spouses Registration Fee \$20 plus \$5 per credit hour**

A copy of the current "Education Policy for ISU Employees" is available in the Personnel Office, Administration Building basement. Verification of employment and authorization forms for reduction in fees can be obtained from the Personnel Office.

## Late Registration Processing Charges

Second through tenth day of classes \$20  
After tenth day of classes \$50  
To help defray the extra cost involved with late registration, processing fees are charged in addition to any other regular fees. All students (full-time, part-time, faculty, staff, etc.) paying fees after the first day of official university classes are charged a late processing fee. The cashier is not authorized to accept late registration fee payment without the appropriate late processing fee. This fee is non-refundable. No department or employee of the university, other than those specifically authorized, has the authority to waive the fee.

## Part-time Fees (1997-98 Fees)

Graduate \$124.80 per credit hour  
Non-Resident \$210.80 per credit hour

**Senior Citizen Registration Fee \$20 plus \$5 per credit hour**

Age 60 years or older—proper identification required indicating date of birth. Fee reduction does not apply to non-resident fees or special class fees.

**Student Health Insurance Fee (Mandatory) \$220.00 per semester (1997-98 rate); included in full time fees**

**Transcript Fee \$2**

## Housing Costs

Please contact the ISU Housing Office for more information, Campus Box 8083, Idaho State University, Pocatello, ID 83209, or (208)236-2120.

## Refund Policy

### General Fee Refunds:

The Refund Policy applies to all for-credit classes regardless of location of the class.

All fee refunds will be paid by University check.

When any student enrolled in for-credit classes withdraws from Idaho State University or makes schedule changes that reduce the fee obligation, refunds are made on the following basis:

**General University Fees Paid Without Use of A Fee Reduction Program:**

Refunds are calculated and authorized by the Office of Financial Services. The drop/withdrawal date is the actual date the drop or withdrawal form is received by an authorized University office or automated system.

Refunds of registration charges for full-time fees, part-time credit hour fees, non-resident tuition, professional program fees, and departmental fees are calculated on the total amount of fees paid, using the first official day of the University semester or session as the starting date.

First time students at ISU who receive Federal Financial Aid may have their refund determined on a pro-rated basis per Federal Guidelines

**Percentage refund of computed base:**

**Academic Semester:**

Before and during the first week of classes	100%
(less a registration processing charge of \$10.00)	
During the second week of classes	75%
During third and fourth week of classes	50%
After the fourth week	No Refunds

For classes, seminars and workshops with non-standard starting and ending dates, refund requests are reviewed on an exception basis. The starting and ending dates are those designated by the University Registrar.

**Non-Refundable Fee Charges/Payments:**

1. The State Board of Education authorized reduced fee charges. (Examples include but are not limited to faculty/staff reduced fee, senior citizen reduced fee, education contract classes, etc.)
2. Late processing charges
3. Any amounts paid to satisfy fees/charges due from previous terms.
4. Amounts paid for student health insurance and student malpractice insurance.

**Refunds For Exceptional Circumstances:**

In specific cases, as listed below, a full refund of the registration fee, credit hour fee, nonresident tuition and professional fees will be granted following official withdrawal from school, provided the withdrawal process is completed during the first half of the semester or session (i.e., first eight weeks of a semester, first four weeks of a session). Proper documentation must be presented and approval granted by the offices of Student Affairs and Financial Services before the refund will be processed.

1. Induction of the student into the U.S. armed forces.
2. Incapacitating illness or injury which prevents the student from returning to school for the remainder of the term. A medical withdrawal must be processed through the University Student Health Center.
3. Death of a student.
4. Death of spouse, child, parent, or legal guardian of student.

**Deductions from Calculated/ Authorized Refund:**

The University reserves the right to deduct from refunds any amounts due the University. Refunds of actual fees for the term, less any remaining fee loan balances for the term, are used to offset financial aid awarded as prioritized below:

1. Agency authorizations for payment of actual fees.
2. University authorizations specifically for the payment of fees (i.e., graduate teaching assistant, athletics, etc.)
3. Federal aid programs (see Financial Aids Handbook for priority).
4. Miscellaneous outstanding balances due the University.
5. University loan programs.
6. University and donor scholarship programs.
7. Balance to student.

**Payment of Refund to Student:**

A check for the balance is mailed to the home address of the student with an itemized statement of deductions.

Refund checks are not processed until four weeks after the start of the term or until at least three weeks after the actual date of payment for the term.

**Registration Refund Appeals:**

Contact the Dean of Student Affairs or the University Controller for information on the University registration fee refund appeal process. Appeals should be submitted in writing before the end of the term for which the student is appealing.

**Room and Board Fees**

Students who fail to complete their agreement with the Office of Residence Life will have their room and board fees pro-rated and, after appropriate penalties have been deducted, they may receive a refund. See the Terms and Conditions of Residence section of the On Campus Living Handbook for details of the Residence Hall and Apartment Agreements and the penalties for breaking these agreements.

**Delinquent Accounts**

The cancellation of the registration and withholding of academic credit of any student with a delinquent account or an unsatisfactory financial relationship with the Business Office is authorized without further notice, provided an attempt has been made to notify the student by the campus department in which the hold originated. This regulation may be invoked at the discretion of the Financial Vice President in cases of disregard in the settlement of returned checks, residence hall damage, library fines, telephone toll charges, overdue notes, traffic fines, room and/or board charges, apartment rental charges, etc.

**Dishonored Check Policy**

A charge of \$15 is assessed each time a check is returned, this amount is charged to the student's account and s/he is so notified. If the check is not cleared within ten (10) days, a second notice is sent and a "hold" placed on his/her records.

Any check tendered in payment of registration fees and subsequently returned by the bank will result in automatic postponement of the student's registration.

In the case of a check tendered in payment for room and board and subsequently returned by the bank, the student is notified immediately and allowed not more than five (5) days for the check to clear. If not cleared within that time, the student's meal ticket and/or room reservations is canceled.

## Financial Support

The financial information below provides a listing of the categories of financial help which may be available to graduate students. However, in many instances specific sources of assistance are available only at certain times of the year and require application with a deadline enforced. With respect to campus-based aid (special non-resident waivers, Perkins loans, and college work study), applications should be made the January preceding the fall/spring semester for which aid is desired. To obtain specific details about a particular type of financial assistance, contact the Financial Aid Office, Room 337, Museum Building, Campus Box 8077, Idaho State University, Pocatello, ID 83209-8077, (208)236-2756. Students with great financial need may not be able to meet all educational and living costs with funds available through the university.

## Satisfactory Academic Progress

To retain financial support as a graduate student, almost all sources of funds require that the student must maintain satisfactory academic progress. For graduate assistantships and fellowships, students ordinarily must earn nine credit hours or more each semester and maintain a 3.0 grade point average. Some departments may require additional evidence of satisfactory progress for a student to remain eligible to receive assistantship or fellowship support. Students who receive financial aid through the Financial Aid Office must meet the criteria established by that office for satisfactory progress to remain eligible for further aid.

## Assistantships and Fellowships

All assistantships and fellowships are awarded at the departmental or college (for example, Business, Engineering, Pharmacy) level. Requests for consideration of these awards should be directed to the graduate program director, department chair or academic dean of a specific academic unit. Most assistantships and fellowships are awarded on an academic year basis. These awards are made in mid-semester in the spring for the following academic year. To ensure consideration, a request for such financial support should be made to the academic unit by March.

Only students admitted as regular Classified students are eligible to apply for a graduate assistantship or fellowship. Conditional and Unclassified students are not eligible to receive an assistantship. Because full-time graduate assistants are expected to work up to 20 hours per week, the maximum number of credits an assistant may earn in a given semester is 12. Normally, a full-time graduate assistant is expected to carry a minimum of nine credits, which is a full load. Permission to carry fewer than nine or more than 12 credits may be granted by the Dean of Graduate Studies upon written recommendation of the student's advisor or program director. DA fellows are expected to carry a minimum of 9 credits per semester. Permission to carry fewer than 9 or more than 16 credits may be granted by the Dean of Graduate Studies upon written recommendation of the student's advisor or program director.

Stipends for full-time graduate assistants and fellows range from \$6809 (masters level) to \$8884 (doctoral fellow) for nine months. Doctoral graduate assistants ordinarily receive higher stipends than those at the masters level. Full-time graduate assistants and fellows also may be awarded scholarships to cover in-state student fees and non-resident tuition.

A student with a graduate assistantship or fellowship may be employed by the university for compensation in addition to the awarded stipend. This employment may only occur with permission of the Dean of Graduate Studies and usually must be limited to 10 hours per week. Requests for permission for such employment must be sent in writing by the department chair or graduate program director to the Dean of Graduate Studies.

### Graduate Assistantships (GA)

There are about 100 GAs available for the entire university; almost all of these require serving as an instructor for a department. An individual department may have only two or three to award. Most of these are awarded late spring semester for the next academic year. Full-time GAs are expected to work up to 20 hours/week for their stipend. Contact departmental chair or graduate program directors for application materials.

Graduate assistants who are international students, whose native language is not English, and who have been assigned to teach may be asked to complete an English speaking proficiency examination administered by the Office of Graduate Studies.

Normally, graduate assistants are involved in classroom instruction, supervision of laboratory sections, grading papers and/or examinations, assisting faculty members in research activities, or other equivalent duties.

### Research Assistantships (RA)

Research Assistantships are available throughout the university through grant monies or other external sources. Conditions of employment and amounts of compensation vary. Questions about such sources of support should be directed to the academic departments or colleges.

### Fellowships

There are 26 Doctor of Art Fellowships awarded each year to students admitted to or enrolled in the Doctor of Arts program. These are available only in the Departments of Biological Sciences, English, Mathematics and Political Science. Most of these are awarded late spring-early summer each year. Contact these departments for details and applications. See location/phone below.

Contact	Location	Phone
Biological Sciences	Life Sciences Bldg. ....	236-3765
English	Liberal Arts Bldg. ....	236-2478
Mathematics	Physical Sciences Bldg. ....	236-3350
Political Science	Business Admin. Bldg. ....	236-2211

### Tuition and Fee Scholarships

Departments may offer tuition and fee waivers as separate scholarships to graduate assistants, research assistants, and DA fellows. However, these offers are at the discretion of the departments. Non-resident tuition waivers accompany all graduate assistantships and DA fellowships but are offered as separate scholarships.

### Non-Resident Tuition Waivers (NRTW)

There are several categories of non-resident tuition waivers. In each case a different contact person or procedure must be followed in applying for these. It is important to note that these waivers do not cover the required in-state enrollment fees, but only the non-resident tuition. Unless other scholarships are awarded, the student must pay the in-state enrollment fees each semester or term.

### Graduate Studies Awardees (Limited Number)

These are distributed on a competitive basis by the Office of Graduate Studies. Students should apply using the form

supplied by the Office of Graduate Studies. Application must be received by April 1st for the following Fall Semester consideration and by November 1st for the following Spring Semester. The non-resident tuition waiver may be granted for the academic year or for one semester only.

### Graduate Assistants and Fellows

All assistants and fellows approved by the Office of Graduate Studies are granted a non-resident tuition scholarship each semester. This is not the same as the in-state enrollment fee award, although both may be offered in one letter by the department.

### Other Non-Resident Tuition Waivers (NRTW)

Additional waivers beyond those listed above may be available and require application to the appropriate office. Most of these are awarded on a competitive basis. Occasionally a department may have a special NRTW. Contact and application may be made to the offices listed below.

Category of NRTW	Contact	Location	Phone
Financial need	Financial Aid Office	Rm 337, Museum Bldg	236-2756
International Students	Office of Student Affairs	Rm 384, Hypostyle	236-3315
Utah and Washington Residents	Registrar	Rm 319, Museum Bldg	236-2661

### Loans

Loans may be available to graduate students as well as undergraduates. However, not all categories of loans are available to graduate students. To be certain about application and eligibility requirements contact the Financial Aid Office, Room 337, Museum Building, Campus Box 8077, Idaho State University, Pocatello, ID 83209-8077, (208) 236-2756.

### Grants

Federal grant programs administered by the Financial Aid Office are not available to graduate students. Pell Grants, Supplemental Educational Opportunity Grants, and State Student Incentive Grant Programs are only available to undergraduate students who have not earned a bachelor's degree. Special non-resident waivers administered by the Financial Aid Office are available to graduate students who are citizens or eligible non-citizens and meet other financial need criteria.

### Research Grants

A small fund has been created to make a few hundred dollars available to graduate students on a competitive basis to conduct thesis or dissertation research. Research proposals with budgets must be submitted to the Office of Research by deadlines established by the Graduate Student Research and Scholarship Committee. This committee awards grants both fall and spring semester. Guidelines for proposal preparation are available in the Office of Research, the Office of Graduate Studies and from representatives on the committee. The Call for Proposals is sent out the first Monday in February for the following Fall Semester, and the last Monday in September for Spring Semester awards.

Expenses for thesis and dissertation research are often paid by research grants obtained by faculty or departments. In addition, students may be employed with such funds at the discretion of the principal investigator.

### Scholarships

Scholarships are available to graduate students in some instances. Announcements of scholarships currently available are posted on the scholarship bulletin board located outside the Scholarship Office (Museum Building 327). Not all scholarships are available to graduate students, however. Please note that some scholarship categories are discontinued at times and new ones are created. Therefore, a regular check at the Scholarship Office may be useful to interested students. In addition, there may be off-campus scholarship sources such as parents' or spouses' employers, fraternal organizations, churches or businesses, or national foundations. These sources may be discovered by a systematic and careful search by the student.

A small number of ASISU scholarships, which are derived from student fee payments are available to graduate students. These are awarded on a competitive basis. Application materials can be obtained from the offices of college deans or the Office of Research and the Office of Graduate Studies near the middle of each semester. The Graduate Student Research and Scholarship Committee recommends awardees to the Office of Student Affairs and the ASISU Senate. Graduate student applications for consideration of ASISU scholarships MUST BE RETURNED to the Office of Research to be considered for a graduate student ASISU Scholarship.

## Employment Information

A student with a graduate assistantship or fellowship may be employed by the university for compensation in addition to the awarded stipend. This employment may only occur with permission of the Dean of Graduate Studies and usually must be limited to 10 hours per week. Requests for permission for such employment must be sent in writing by the department chair or graduate program director to the Dean of Graduate Studies.

Other graduate students may find employment on campus or off-campus by applying at the appropriate office below.

### Employment

Category	Contact	Location	Phone
International Students (off campus)	Office of Student Affairs	Rm 384, Hypostyle	236-2315
International Students (on campus)	Departments and other offices		
On campus (part-time)	Student Employment Office; Departmental and other offices	Financial Aid Student Union	236-2756
Off campus (part-time or temporary)	Student Employment Office	Student Union Museum	236-2778
College Work Study	Financial Aid Office		236-2756

### Travel Funds

Graduate students may request aid for travel expenses to present papers on thesis or dissertation research at regional or national meetings. Such requests should be presented only after a paper has been accepted by the official sponsoring organization of the discipline. Funds for such purposes are very limited, and only modest requests are likely to be funded. Funds for such purposes should be requested sequentially from the following contact points:

Academic Department  
Dean of the College  
Office of Research

When submitting written requests to the Office of Research for travel funds, a breakdown of expenses for registration, lodging, travel, and per diem is necessary.

### Publication Costs

Graduate students may submit requests for funding to meet publication costs of a paper accepted for publication up to \$50 from the Graduate Student Research and Scholarship Committee (GSRSC) in the form of dissemination grants. Requests should be in the form required by the GSRSC and submitted to the Office of Graduate Studies. (See information above under Research Grants.)

## Thesis and Dissertation Research Costs

Academic departments ordinarily are expected to meet at least some of the costs of thesis and dissertation research. In some instances such costs may be met by extramural funds obtained by faculty and/or departments. With the exception of the small research grant program listed above, the Office of Research does not provide funds for such purposes and will refer students to the department chair or dean of the college when such requests occur. Publication costs of theses and dissertations are met by the student unless a faculty member or department chooses to pay such costs with funds available to them.

## NAACP-College Exchange Program

In order to enhance campus diversity, the Faculty Senate and the local NAACP Branch sponsor and mentor minority faculty from traditionally African-American universities who seek masters or doctoral degrees. Individualized assistance packages are developed based on the applicant's qualifications and interests. These faculty use sabbatical or leave time to acquire additional graduate training at ISU, then return to their home institutions. Interested applicants should contact Dr. Jack Owens, local NAACP representative, at (208) 236-3232 (Department of History).

## University Services

### Eli M. Oboler Library Building

The University Library offers the graduate student an excellent environment for study and research. The library contains special study rooms, seminar rooms, a special map collection, instructional material center, periodical and book collections, and micro-reading facilities.

The general collection consists of 360,000 volumes of books, 3,400 subscriptions to periodicals and serials, with a periodical backfile of 60,000 volumes. In addition, there are 400,000 government documents in paper and over a million such documents in microform. ISU was designated a federal depository for publications in 1908 and an

Idaho state publication depository in 1972. There are several special collections including the outstanding Glenn E. Tyler Collection of 22,000 books and manuscripts on the history of science and medicine, the Reformation, and ancient history. More than 100 rare volumes exist in this collection including the collected sermons of Calvin on the Book of Job, printed in 1584. The library currently subscribes to 108 print indexes and holds some 5,500 volumes of such indexes. Complete database searching facilities are available in which a full spectrum of on-line databases are used. Other services are reference, interlibrary loan and photoduplication.

### Computing Services

The Computer Service Center, located on the lowest level of the Business Administration Building, provides computer time, consulting, programming services, workshops, on-line tutorials, and generalized software packages such as statistical and simulation systems for students and faculty. The Center also provides support for small and large software systems used for research activities that are unique to the department or college. The Academic User Services staff consists of six full-time computer professionals with a variety of backgrounds, and all assist faculty with their computerized research needs.

There are seven Microcomputer Labs located in four different locations on campus equipped with DOS-based microcomputers, Apple Macintosh computers, and X-Terminals. The Computer Services labs are staffed seven days a week. In addition, several departments and colleges maintain computing facilities for student use. A variety of software and services are available, including database software, electronic mail, graphics, ISU On-Line Library Catalog, Pascal, statistical and simulation packages, and a variety of CD-ROM applications. Modem access is also available. To use the Microcomputer Labs, you must have a Novell LAN account, available for a \$10.00 per semester fee (\$5.00 for summer session.)

The library catalog is on-line to over 700 workstations on campus which enables students and faculty to search the library's holdings quickly for materials needed for their studies or research.

### Student Health Center Services

The ISU Health Center provides quality health care and pharmacy services at affordable cost. With respect to medical care,

office calls are free to all students who pay full ISU fees whether or not they elect to carry ISU Student Health Insurance. The optional ASISU Student Health Insurance is designed to provide comprehensive health care coverage. Prescription drugs, over-the-counter medications, x-rays, and laboratory work are available at greatly reduced rates. Part-time students (paying for at least one credit) and spouses of full-time students receive medical care for a minimal clinic fee. Students are seen on a walk-in basis or by appointment for most medical services.

The Student Pharmacy provides low-cost prescription drugs as well as over-the-counter medications at reduced costs. Students may wish to transfer prescriptions to the Student Pharmacy while they are attending ISU. All ISU students, both full and part-time can use the Student Pharmacy.

### Counseling and Testing Center

The Center for Counseling and Testing Services provides personal counseling and individual assessments to assist students in coping with psychological, emotional and interpersonal stress. Crisis intervention and consultation with concerned faculty and staff regarding student's needs are two other important services available. Counseling staff also teach course such as stress management, career and life planning, and self-fulfilling behavior. In addition, many personal development groups are offered each semester on such topics as assertiveness, couples communication skills, interpersonal communication skills, self-esteem, grief, etc. Women's and men's support groups are also part of the Center services. Most services are on an appointment or sign-up basis. Individual counseling, personal development and support groups are available to and free for ISU students paying full-time fees, and faculty and staff.

The Center administers over 50 national and several institutional tests, including those for Graduate Studies and professional school admission such as the Graduate Record Exam (GRE), Graduate Management Aptitude Test (GMAT), Medical College Aptitude Test (MCAT), etc., teacher certification (NTE), and professional certification exams (Real Estate, Social Work, Dental Hygiene, etc.).

## Americans with Disabilities

### Statement on Compliance and Services

The Americans With Disabilities Act (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protection to people with disabilities in matters which include transportation, public accommodations, accessibility, services provided by state and local government, telecommunication relay services, and employment in the private sector.

Idaho State University, in the spirit and letter of the law, will make every effort to comply with "reasonable accommodations", according to section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act. Idaho State University will not discriminate in the recruitment, admission, or treatment of students or employees with disabilities.

Students and employees who need auxiliary aids or other accommodations should contact the Center of Services for Students with Disabilities, Campus Box 8118, (208)236-3912.

### Center of Services for Students with Disabilities

The Center of Services for Students with Disabilities is located on the ground floor of the Pond Student Union Building. Students with disabilities who wish to have accommodations provided by the University must self identify in order to have accommodations provided. Information and applications for accommodations are available in the Center and may be picked up in person or requested by telephone or TDD by calling 236-3912.

In order for us to arrange accommodations for those who need assistance, we request notification as early as possible so that we can make timely arrangements.

The Center houses the Cooperative Wilderness Handicapped Outdoor Program (C.W. HOG). C.W. HOG is a year round program of activities for people with and without disabilities. Academic credit may be granted for participation in activities which include weight training, swimming, snow skiing, water skiing and whitewater rafting.

### Other Student Services

In addition to the services mentioned above, general student services available on campus are: the Academic Skills Center, which

offers programs in study skills, reading, writing, mathematics, and English for speakers of other languages, and includes individualized instruction, tutoring, and workshops; the Career Planning and Placement Center, which provides career guidance to students and alumni in both individual and group settings; the ASISU Early Learning Center/Baby U, which provides child care for children six weeks of age through elementary school while their parents attend classes or work at the university; the International Students Advisor, providing support and guidance to ISU's international students; the Student Employment Center assisting student seeking employment while enrolled at the university and providing lists of summer employment opportunities for Idaho and other states; the ISU University Bookstore, which carries a selection of textbooks, computers, office supplies, ISU clothing, and general interest books.

### Recreational Services

There is a wide complement of recreational opportunities for students at ISU. The Recreational Facility in Reed Gym, and the Holt Sports Arena provide indoor running tracks, indoor tennis courts, racquetball courts, swimming pools, weight and exercise rooms, and a full component of special exercise classes. The ISU Fitness/Wellness Center, located in Reed Gym, helps students maintain desired levels of health and fitness through a wide variety of classes, including high and low impact aerobics, aquacise, and aerobic theatre. In addition, a highly regarded Outdoor Program is available to members of the university community. The office for the outdoor program is located in the Student Union Building. Throughout the year activities and classes are organized in such outdoor pursuits as canoeing, kayaking, cross country skiing, rock and mountain climbing, hiking, camping trips, and river float trips. In addition, equipment may be rented for wilderness trips at nominal cost from the Wilderness Equipment Rental Center in the Student Union. The Student Union Crafts Shop, located in the lower level of the Student Union Building, offers a wide variety of workshops and classes in most craft areas to students, faculty, staff, and community in a casual learning environment.

