



Idaho State University

Graduate Catalog 2008-2009 Volume 62

Tom Jackson, PhD, Dean

Graduate School
Idaho State University
921 South 8th Avenue, Stop 8075
Pocatello, ID 83209-8075

(208) 282-2150 FAX (208) 282-4847

1-877-478-4723

Museum Building, 4th Floor, Room 401

Idaho State University subscribes to the principles and laws of the State of Idaho and federal government, including applicable executive orders pertaining to civil rights, and all rights, privileges, and activities of the University are made available without regard to race, creed, color, sex, handicap, or national origin. The University is an Equal Opportunity and Affirmative Action employer. Evidence of practices which are not consistent with such policies should be reported to the Office of the President of the University.

Policy Statement Concerning Graduate Catalog Contents

Catalogs, bulletins, course or fee schedules shall not 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.

Students enrolled in a program that is closed, relocated, or discontinued should be given notice of the closure as soon as is practical. Notwithstanding any other provision of State Board of Education policy, University policy, or University catalog statements to the contrary, arrangements should be made for enrolled students to complete affected programs in a timely manner and with minimum interruptions. When there is a similar program within the institutions governed by the Board, an affected student will be provided with information on transferring to that program, although admission to any such program is contingent upon the availability of a position and the student meeting all applicable admission requirements. If there is no similar program available within the institutions governed by the Board or the student is not able to gain admission to a similar program, the University will make reasonable efforts to place the student in a related or comparable program within the University. If none is available, the University will make reasonable efforts to assist the student in locating to another program at the University or elsewhere for which he or she is qualified.

Postmaster

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Idaho State University Administration

University President.....	Arthur C. Vailas, Ph.D.
Associate Vice President for Academic Affairs.....	Barbara A. Adamcik, Ph.D.
Associate Vice President for Academic Programing and Review.....	Stephen R. Adkison, Ph.D.
Vice President for Advancement.....	Kent M. Tingey, D.A.
Vice President of Student Affairs.....	Lee Krehbiel, Ed.D.
Vice President for Finance and Administration.....	James A. Fletcher, M.S., M.B.A.
Vice President for Research.....	Pamela Crowell, Ph.D.
Dean of the Graduate School.....	Tom Jackson, Ph.D.
Interim Dean of the College of Arts and Sciences.....	Scott S. Hughes, Ph.D.
Dean of the College of Business.....	Kenneth A. Smith, Ph.D.
Dean of the College of Education.....	Deborah L. Hedeem, Ph.D.
Dean of the College of Engineering.....	Richard T. Jacobsen, Ph.D.
Dean of the Kasiska College of Health Professions.....	Linda C. Hatzenbuehler, Ph.D.
Dean of the College of Pharmacy.....	Joseph F. Steiner, Pharm. D.
Dean of the College of Technology.....	Marilyn Davis, Ed.D.
University Librarian.....	Kay A. Flowers, M.S.

Graduate Council Membership, 2008-2009

<u>Area</u>	<u>Name</u>	<u>Mail Stop</u>	<u>Phone</u>
Arts and Sciences			
Humanities/Fine Arts	Dr. Brian Attebery	8056	282-2537
Natural Sciences	Dr. Rosemary Smith	8007	282-4918
Social Sciences	Dr. Gesine Hearn	8114	282-4947
Business	Dr. Kenneth Khang	8020	282-6398
Education	Dr. Stephanie Peterson	8059	282-3552
Engineering	Dr. Marco Schoen	8060	282-4377
Health Professions	Dr. Nicole Hill	8120	282-2413
Pharmacy	Dr. Fred Risinger	8334	282-4455
Technology	Dr. Karen Wilson-Scott	8081	282-2923
At-Large Representative	Dr. Alex Urfer	8045	282-4095
Graduate Student Representative	Lisa Salazar	8075	282-2150
Ex-Officio	Dr. Debra Easterly, Research Administrator Office of Research	8130	282-2618
Ex-Officio	Dr. Cynthia Pemberton, Associate Dean Graduate School	8075	282-3140
Presiding	Dr. Tom Jackson, Dean Graduate School	8075	282-2390

Graduate School Programs

College of Arts and Sciences

<u>Program</u>	<u>Degree</u>	<u>Chair/Director</u>	<u>Stop Number</u>	<u>Phone</u>
Anthropology	M.A., M.S.	Dr. Ernest 'Skip' Lohse	8005	282-2629
Art	M.F.A.	Prof. Rudy Kovacs	8004	282-2361
Biological Sciences	M.S., Ph.D. in Biology (Botany and Zoology options, Environmental Biotechnology emphasis area) M.S. in Microbiology, M.N.S., D.A. in Biology M.S. in Clinical Laboratory Science	Dr. Terry Bowyer	8007	282-3765
Chemistry	B.S./M.S., M.S., M.N.S.	Dr. Robert Holman	8023	282-4444
Communication and Rhetorical Studies	M.A. in Organizational Communication M.A. in Rhetorical Studies	Dr. James DiSanza	8115	282-3695
English	M.A., D.A., TESOL Certificate	Dr. Terry Engebretsen	8056	282-2478
Geosciences	M.S., M.N.S. M.S. with Environmental Geoscience Emphasis GeoTechnology Certificate, M.S. in Geographical Information Science	Dr. Dave Rodgers	8072	282-3365
History	M.A. in Historical Resources Management	Dr. Allan Christelow	8079	282-2379
Mathematics	M.A. in Mathematics for Secondary Teachers M.S., D.A.	Dr. Catherine Kriloff	8085	282-3350
Physics	M.S., M.N.S. M.S. with Health Physics Emphasis Ph.D. in Applied Physics Ph.D. in Engineering and Applied Science - See College of Engineering	Dr. Dan Dale	8106	282-2350
Political Science	M.A., M.P.A., D.A.	Dr. Wayne Gabardi	8073	282-2211
Psychology	M.S. (General Experimental Psychology) Ph.D. (Clinical Psychology)	Dr. Kandi Turley-Ames	8112	282-2462
Sociology	M.A.	Dr. Ann Hunter	8114	282-2170
Theatre	M.A.	Dr. Sherri Dienstfrey	8006	282-3173

College of Business

Business Administration	M.B.A. (Accounting, Computer Information Systems, Finance, Management, Marketing, Health Care Administration emphasis areas) Certificate in Business Administration	Joan Hansen	8020	282-2504
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College of Education

Educational Leadership and Instructional Design	M.Ed. in Education (Educational Administration emphasis area) M.Ed. in Instructional Technology Ed.S. in Educational Administration Ed.D. in Educational Leadership (Educational Administration, Higher Education Administration, Instructional Technology emphasis areas) Ph.D. in Instructional Design	Dr. Jonathan Lawson	8059	282-3273
Educational Foundations	M.Ed. in Education (Elementary Education, Secondary Education, K-12 Education/Music Education, and Child and Family Studies emphasis areas)	Dr. Beverly Ray	8059	282-4516
Educational Learning and Development	Ed.S. in Special Education Ed.S. in School Psychology M.Ed. in Education (Literacy emphasis) M.Ed. in Human Exceptionality (School Psychological Examiner emphasis area) (Special Education emphasis area)	Dr. Stephanie Peterson	8059	282-3552
Sport Science and Physical Education	M.P.E. in Athletic Administration	Dr. Gerard Lyons	8105	282-4108

<u>Program</u>	<u>Degree</u>	<u>Chair/Director</u>	<u>Stop Number</u>	<u>Phone</u>
College of Engineering				
Engineering	M.S. in Civil Engineering; M.S. in Environmental Engineering	Dr. Manoochehr Zoghi	8060	282-4116
	M.S. in Measurement and Control Engineering	Dr. S. Hossein Mousavinezhad	8060	282-3292
	M.S. in Mechanical Engineering	Ms. Mary Hofle	8060	282-3148
	M.S. in Nuclear Science and Engineering	Dr. George Imel	8060	282-3732
	M.S. in Environmental Science and Mangement	Dr. Chikashi Sato	8060	282-4389
Kasiska College of Health Professions				
Audiology	Au.D.	Dr. J. Anthony Seikel	8116	282-4196
Deaf Education	M.S.	Dr. J. Anthony Seikel	8116	282-4196
Speech-Language Pathology	M.S.	Dr. J. Anthony Seikel	8116	282-4196
Counseling	M.Coun. (Marital, Couple and Family Counseling, Mental Health Counseling, School Counseling, Student Affairs Counseling) Ed.S. (Counseling) Ph.D. (Counselor Education and Counseling)	Dr. Stephen Feit	8120	282-3156
Dental Hygiene	M.S.	Dr. Linda Boyd 12301 W. Explorer Dr., Ste 100 Boise ID 83713	8048	282-3796 208-373-1800
Health and Nutrition Sciences	M.H.E., M.P.H.	Dr. Willis McAleese	8109	282-2729
Nursing	M.S., Post Master's Certificate	Dr. Carol Ashton	8101	282-2443
Occupational Therapy	M.O.T.	Dr. Alex Urfer	8045	282-4095
Physical Therapy	D.P.T.	Dr. Alex Urfer	8045	282-4095
Physician Assistant Studies	M.P.A.S.	John Schroeder	8253	282-4726
College of Pharmacy				
PharmD (See Undergraduate Catalog for description)				
Biomedical and Pharmaceutical Sciences	M.S. in Pharmaceutical Sciences (Pharma- ceutical Chemistry, Pharmacognosy, Pharmacology, Pharmaceutics majors) Ph.D. in Pharmaceutical Sciences (Biopharmaceutics, Biopharmaceutical Analysis, Pharmacokinetics, Pharmacology emphasis areas)	Dr. Fred Risinger	8334	282-2682
Pharmacy Practice and Administrative Sciences	M.S. in Pharmacy (Pharmacy Administration emphasis) Ph.D. in Pharmaceutical Sciences (Pharmacy Administration emphasis)	Dr. Vaughn Culbertson	8333	282-2586
College of Technology				
Human Resource Training and Development	M.T.D.	Dr. Robert Croker	8081	282-3906
Interdisciplinary Programs				
Natural Science	M.N.S. (Biological Sciences, Chemistry, Geology, Physics)	See Chairpeople listed above		
Other	M.A., M.Ed., M.S.	Dr. Tom Jackson	8075	282-2150
Family Practice Residency Program: Campus Box 8357, Pocatello, ID 83209; (208) 282-4508				
Idaho Advanced General Dentistry Program: Campus Box 8088, Pocatello, ID 83209; (208)282-3289				
Boise Graduate Programs: 12301 W. Explorer #102, Boise, ID 83713; (208)685-6778				
Idaho Falls Graduate Programs: 1784 Science Center Drive, Idaho Falls, Idaho, 83402; (208) 282-7800				
Twin Falls Graduate Programs: Box 1238, CSI Evergreen B-40, Twin Falls, ID 83303; (208)282-4840				

The following departments/disciplines offer graduate courses, but no graduate degrees: Economics, Languages and Literatures, Health Care Administration, Mass Communication, Museum, Philosophy, Social Work

Summary of Procedures for Graduate Degrees

<u>Procedure</u>	<u>Under Direction of</u>	<u>Date</u>
Application & Fee	Graduate School	No later than May 1 for summer semester 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 School	During semester immediately preceding semester of intended date of graduation. Classified Status Required.
Comprehensive Examinations	Advisor or Department Chair	Varies by program
Application for Graduation	Graduate School	Within two weeks of beginning of final semester. For summer graduation, June 1
Thesis or Dissertation Final 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 School	Not later than 2 weeks prior to end of final semester. Schedule by Midterm
Oral Examination (Non-Thesis)	Advisor, Committee, and Dean of Graduate School	Not later than 2 weeks prior to end of final semester. Schedule by Midterm
Payment of Application Fee for Graduation/Diploma	Office of Registration/Records	Not later than 2 weeks prior to end of final semester.
Submission of Final Thesis or Dissertation Copies	Dean of Graduate School	Within 2 weeks following oral examination

Accreditation

Idaho State University is accredited by the Northwest Commission on Colleges and Universities (NWCCU). In addition, it is accredited or approved for specific programs by the following organizations: ABET, Inc.; Association of Collegiate Schools of Business; Association for Assessment and Accreditation of Laboratory Animal Care; American Association of Health Information Management; American Association of Medical Assistants Endowment; American Chemical Society; American Council on Graduate Medical Education; American Council on Pharmaceutical Education; Accreditation Council for Pharmacy Education; American Society of Health-Systems Pharmacists; American Dental Association; Council on Dental Education; Commission on Accreditation for Dietetics Education; American Physical Association of University Programs in Health Administration; American Psychological Association; Commission of Education of the Deaf; Commission on Accreditation in Physical Therapy Education; Council for Accreditation of Counseling and Related Educational Programs; Council on Social Work Education; National Accrediting Agency for Clinical Laboratory Sciences; National Association for the Education of Young Children; National Association of State Directors of Teacher Education and Certification; Idaho State Department of Education; National Council for Accreditation of Teacher Education; National League for Nursing; State of Idaho Board of Nursing.

Graduate School

Idaho State University Mission Statement

The mission of Idaho State University is to advance scholarly and creative endeavors through the creation of new knowledge, cutting-edge research, innovative artistic pursuits and high-quality academic instruction; to use these qualities to enhance technical, undergraduate, graduate, and professional education, health care, and other services provided to the people of Idaho, the Nation, and the World; and to develop citizens who will learn from the past, think critically about the present, and provide leadership to enrich the future in a diverse, global society.

Graduate School Mission Statement

The Graduate School at Idaho State University seeks to function as the quality control agent for the graduate education experience. Our mission is to provide effective, efficient, courteous, quality service to all individuals involved in graduate education, regardless of whether they are prospective students, current students, faculty, staff, or alumni. We serve the graduate education community in its broadest definition.

Graduate School Vision Statement

The Graduate School at Idaho State University will:

- continue to provide exemplary service to all constituents (e.g., students, faculty, staff, alumni) concerned about graduate education,
- increase the awareness of individuals, both nationally and internationally, regarding the quality graduate education experience available at Idaho State University,
- respond positively and proactively to technological change,
- facilitate, at the highest level possible, the graduate education experience,

- be the strongest advocate for rigorous, fair, consistent, and courteous treatment of graduate students, and
- increase the access of qualified individuals to the graduate education experience at Idaho State University.

Graduate School Belief Statement

The Graduate School at Idaho State University believes in:

- quality service
- integrity
- fairness
- consistency
- courtesy
- problem solving
- future looking
- graduate student advocacy
- accuracy
- facilitation
- communication
- life-long learning
- individual worth

Admission

Idaho State University invites applications for admission to Graduate School from students holding baccalaureate degrees from any regionally 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 minimum master's level standards are:

GPA (last 60 credits)	Standardized Test
3.5 to 4.000	No standardized test (GRE/MAT) required
3.0 to 3.499	40th Percentile on at least one area of the GRE or 40th Percentile on the MAT
2.5 to 2.999	Combined Verbal and Quantitative (V+Q) score of 1000 on GRE or 45th Percentile on the MAT
below 2.499	No admission

The method of calculating an Admission GPA is based on the last 60± semester undergraduate credits (90± quarter credits).

The Application Process

Prospective graduate students must initiate the admission process as follows:

- Applications for admission may be obtained online (www.isu.edu) or from the Graduate School. An application form is included within this Graduate Catalog.
- 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 Graduate School. Idaho State University undergraduate transcripts are available to the Graduate School and need not be forwarded by the applicant. Non-degree seeking applicants must provide a transcript showing proof of degree.
- Applicants must include a \$55 non-refundable application fee with each application form. The files of students who do not pay the required application fee will not be processed for admission.
- Some programs require additional information (e.g., letters of recommendation); please contact department and review individual departmental sections of this catalog for additional requirements.
- Please see additional requirements for degree-seeking, last semester seniors, and international students under those headings on the following pages.
- Applicants must clearly indicate the desired graduate program on the application form, or if a non-degree-seeking student, the college and department in which the student intends to take courses.
- GRE/GMAT/MAT is usually required for degree-seeking applicants, if appropriate.

Application Deadlines

Please note that some programs have earlier deadlines than those listed; please contact the program director or chair for specific details. Application forms must be completed and returned to the Graduate School no later than May 1st for summer semester 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.

Notification of Admission

Applicants who have been accepted into Graduate School will receive a notification letter from the Graduate School. Those who have not been admitted will also receive a letter from the Graduate School.

Admission to Graduate School 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 that approved the admission. Non-degree-seeking students who are admitted are permitted to take courses in the department that admitted them, but this admission 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 School may enroll for graduate or undergraduate classes by preregistration 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 School is valid for two years and a student is not required to reapply for admission within the two year period, but will be required to submit updated personal information. 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, and pay a new application fee. Graduate students who fail to enroll for two years after an initial enrollment are dropped from admission to Graduate School and are required to submit a new application form. If admitted, the graduate student must meet the degree requirements of the current graduate catalog.

Registration

All applicants who have received notice of admission into Graduate School may preregister during the appropriate preregistration periods or during the regular registration times prior to each semester. On-line registration is also available to officially admitted students. 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 must preregister.

Restricted Registration

Any graduate student receiving a grade of C+ or below in two graduate courses on his or her program of study, or whose GPA falls below 3.0, will automatically be blocked from registering for additional courses. For the block to be removed, the student's department or college must communicate to the Graduate School 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 the graduate program director or department chair for specific details.

Continuing Registration for Graduate Students

Graduate students who have registered for one or more credits of master's project, master's paper, master's thesis, or doctoral thesis or dissertation (usually, courses numbered 650, 651, 699, 750, or 850) must be registered for at least one graduate credit during each subsequent semester, including each summer semester, until they have completed their degrees. Students who for compelling reasons wish to interrupt their work on projects, theses, or dissertations may request in writing, a leave of absence from the Graduate School.

Graduate students who fail to meet this continuing registration requirement will be judged to have dropped out of their programs and will no longer enjoy access to university resources, including the library and computer facilities. In order to regain access to university resources, students will be required to reapply to the Graduate School and be readmitted. A corollary of this requirement is that a graduate student must be registered for at least one graduate credit in order to take a final oral examination or be processed for graduation. Any student who registers for the required credit and then subsequently drops the credit, will be considered in violation of this policy.

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 Status

Graduates of accredited institutions who have earned grade point averages of 2.5 or higher for the last 60 credits taken at the undergraduate level, regardless of the institution at which the credits were earned, are eligible, upon submission of official GRE /GMAT/MAT scores, to be admitted to classified status in graduate master's programs. Doctoral students must meet individual department GPA requirements; please see department sections of this catalog for complete information.

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.

Classified (with Performance Requirements) [Classified (w/PR)] Status

Classified (with Performance Requirements) [Classified (w/PR)] status is a transitional status, and is not a valid status for a student to graduate. In order to graduate, a student must have Classified Status (see the following section "Change from Classified (w/PR) to Classified Status").

A department/college may, at its discretion, recommend admission for graduate students in a degree program with Classified (w/PR) status to ascertain their ability to do graduate work within a particular curriculum. Students admitted to Classified (w/PR) status are those who may not have acceptable undergradu-

ate grade point averages, acceptable GRE/GMAT/MAT scores, or acceptable levels of course preparation for Classified admission to the University.

Classified (w/PR) status also may be recommended by a department for students whose credentials do not meet specific departmental requirements. Classified (w/PR) students must adhere to regulations established by the Graduate Council.

NOTE: Students admitted to Classified (w/PR) status should ascertain their eligibility for federal financial aid.

Change from Classified (w/PR) to Classified Status

The following criteria must be met by the student before the Classified (w/PR) status can be changed to Classified:

1. The student must complete at least nine graduate credits and maintain a 3.0 GPA or higher;
2. If the GRE/GMAT/MAT was not taken by the student at the time of admission to Classified (w/PR) status, the student must take the GRE/GMAT/MAT during the first semester of enrollment.

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

1. At any time after meeting the above criteria, a student may initiate an Approval for Change of Student Status in the Graduate School. 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 status reveal a GPA of less than 3.0 for the last 60 credits taken at the undergraduate level, regardless of the institution at which the credits were earned, and GRE scores lower than the 40th percentile for each of the aptitude sections (Verbal, Quantitative, Analytical), or MAT raw scores lower than the 40th percentile, then admission to Classified status must be approved by the Graduate Council.
3. The change from Classified (w/PR) to Classified status must be approved by the Dean of the Graduate School.

Departments/colleges may request that students be changed to Classified status by written request. Not all departments/colleges exercise this option, and departments may have regulations in addition to those previously listed. Students seeking admission to Classified (w/PR) status should contact individual departments for advice on admission and registration. If a student admitted to Classified (w/PR) status fails to meet the conditions for admission stated on the Approval for Admission form, the student's admission will be revoked.

Unclassified Status

Students who do not wish to pursue a graduate degree, but who wish to take courses at the graduate level may apply for Unclassified Status. Please see the following section entitled, "Non-degree Seeking Students (Unclassified Status)." International students are not eligible for unclassified status.

Admission Requirements

Degree-Seeking Students [Classified and Classified (with Performance Requirements) Status]

Admission Requirements to 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 or more of the aptitude sections (Verbal, Quantitative, or Analytical) of the Graduate Record Examination. Doctor of Arts applicants must have an average total GRE score placing them in the 50th percentile or above. Please see individual department sections for GPA requirements for doctoral programs.

Admission Requirements To Other Programs (e.g., Master's degrees)

Degree-seeking students must meet the following requirements:

1. A baccalaureate degree from a college or university regionally accredited in the United States or its equivalent from a school in another country.
2. Degree-seeking applicants must submit official scores on the aptitude portion of the Graduate Record Examination (GRE), the Graduate Management Aptitude Test (GMAT), or the Miller Analogies Test (MAT) as appropriate (see departmental and/or college requirements). To register for the GRE, contact either the **GRE-ETS, Box 6000, Princeton, New Jersey, 08541-6000**, or the ISU Counseling and Testing Center **(208)282-2130**. To register for the GRE/GMAT/MAT, contact the Idaho State University Counseling and Testing Center.

Some departments may admit degree-seeking students to Classified (w/PR) status without submission of test scores. However, in such cases, the test must be taken prior to, or during, the first semester of enrollment.

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 may also 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 Center for Teaching and Learning (208) 282-3662 to aid the student in preparing for the GRE/GMAT.

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

NOTE: Students admitted to Classified (w/PR) status should ascertain their eligibility for federal financial aid.

Admission of International Students

Applications for admission to Graduate School are processed in the Graduate School. 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. As a step toward obtaining a U.S. visa, international students must submit a financial statement to the Graduate School verifying that they will be able to support themselves financially for one year while attending Idaho State University. This document 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) or on the International English Language Testing System (IELTS). Satisfactory TOEFL requirements for Classified admission are: **(1) Internet-based test (iBT):** a total score of 80 with a score of at least 20 on each Section (graduate assistants who teach courses must score 23 or above on the Speaking Section) on the iBT; or **(2) Computer-based test:** a total score of 213 with a score of at least 21 on Section 1 (Listening Comprehension) on the computer test; or **(3) Paper-based test:** a total score of 550 with a score of at least 55 on Section 1 (Listening Comprehension) on the paper test. Information about the TOEFL, including test dates and locations in international countries, can be obtained from Educational Testing Service (ETS) at www.ets.org. Satisfactory IELTS performance for Classified admission include scoring 6.5 or higher on the total band score. An international student may also meet the English language proficiency requirement by achieving a level 112 from an ELS Language Center. PHOTOCOPIES OF TOEFL OR IELTS 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 Graduate School after a department or college recommends acceptance of a student and items 1 and 2 above are met in addition to the admission requirements listed previously, and the Dean of the Graduate School approves the recommendation. 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 Idaho State University. 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 Graduate School at (208)282-2270, FAX number (208)282-4847.

Non-degree Seeking Students (Unclassified Status)

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 to Unclassified (non-degree-seeking) status. Courses may be taken only in those departments that have approved a student's Unclassified admission. Students who are admitted to Unclassified status are allowed to register for a maximum of 7 credits per semester.

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 regionally accredited in the United States or its equivalent from a school in another country.
2. An earned grade point average of at least 2.5 or higher for the last 60 credits taken at the undergraduate level, regardless of the institution at which the credits were earned. In the case of those students who have not completed the baccalaureate degree, the grade point average will be calculated on the last 60 credits at the time of application.
3. A copy of a transcript providing evidence of the awarding of a degree must be submitted.
4. A properly completed application form that includes signing an agreement that the applicant will provide evidence that he/she holds a baccalaureate degree.
5. International students do not qualify for Unclassified status.

6. Continuation beyond nine credits in Unclassified status requires the student to sign an "Unclassified Credit Continuation Form For Non-Degree Seeking Students" with the Graduate School. This form allows the student to continue taking graduate courses without earning a degree.

7. 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 to Classified status and (2) apply for change of student status in the Graduate School. The student must also meet application and admission requirements of degree-seeking students described previously including the required application fee.

At the option of the department, students may petition the Dean of the Graduate School 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 study required of each student for the degree.

Admission of Last-Semester Seniors

Seniors in residence at Idaho State University may register for no more than 6 graduate credits during the semester or summer session in which they will complete the work for a bachelor's degree at Idaho State University. This option is reserved for outstanding seniors who are seriously considering attending Idaho State University for graduate education. This registration must be approved by the course instructor, by the student's advisor, and the department chairperson. ONLY COURSES NUMBERED 500-599 MAY BE TAKEN WITH THIS OPTION.

If a senior admitted to graduate study under this provision fails to complete graduation 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 9 credits in the case of summer school. A senior selecting this option must file an Application for Admission with the Graduate School 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.

PharmD students may apply and be admitted to the Graduate School after completing 120 credits if they meet all application requirements.

Admission Requirements for Professional Development Students - K-12 Teachers (597 Courses)

The Graduate School recognizes the need for K-12 teachers certified in Idaho to improve their professional capabilities by taking particular courses. Generally, teachers are best served if these courses are offered for graduate credit. In most cases, the courses are workshops or short courses that can be taken in a compressed time period. These types of courses are “advanced” with respect to the students who enroll, but are not courses that 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 of individuals, 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 School. 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 the Graduate School 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 that a student may earn.
4. All instructors of 597 courses must have an advanced degree.
5. For each 597 course in which students enroll, students must certify 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 School at Idaho State University will be listed 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 the Graduate School.
7. Students who have been admitted into the Graduate School 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 Requirements for Professional Development Students (598P Courses)

The Graduate School recognizes the need for individuals to improve their professional capabilities by taking particular courses. Generally, these students are best served if these courses are offered for graduate credit. In most cases, the courses can be taken in a compressed time period. These types of courses are “advanced” with respect to the students who enroll, but are not usually 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 598P number without the necessity of being admitted to Graduate School. 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 the Graduate School if they are last semester seniors.
2. The credits earned will not count toward an advanced degree unless a petition is filed within three years of the last day of the course. The petition must have the following documentation: (1) A copy of the instructor’s curriculum vita, (2) A copy of the course syllabus (including a list of achievement measures), (3) A copy of the class list (with grades). (The Office of Academic Support, Idaho State University Summer Programs, the Office of Continuing Education, and/or the department or college offering the course will provide materials not otherwise available to the student).
3. While there is no limit to the number of 598P credits that a student may earn, a maximum of three credits may be used to satisfy elective credits in the student’s program of study. 598P courses may not be substituted for “required” courses.
4. All instructors of 598P courses must have an advanced degree.
5. For each 598P course in which students enroll, students must certify 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 School at Idaho State University will be listed as Unclassified, Master’s, Professional Development students. They will not be permitted to register for any graduate level courses except 598P courses, unless they apply for admission and are accepted into the Graduate School.
7. Students who have been admitted into the Graduate School are permitted to take 598P courses but must register for these courses by signing the special registration form in addition to the regular procedures for registration. If they desire to use 598P credits in their degree program, a petition must be filed for each course in accordance with the procedures above.
8. Departments shall determine if and when professional development courses are to be offered with their prefix.

Course Levels, Credits, and Grading

Course Levels

Courses numbered 6xx and 7xx are for students admitted into Graduate School only. Courses numbered g5xx also provide graduate credit (except 597 and 598P, see the sections entitled “Admission Requirements for Professional Development Students”). However, undergraduate students may be enrolled in these courses; the undergraduate counterpart will be designated as g4xx. Extra work is required of graduate students enrolled in g5xx courses (see next section). Applicability of g5xx courses to degree requirements is determined by the department offering the degree. Credit by examination (course challenge) is not permitted in graduate programs. Credit is not generally granted toward a graduate degree for g5xx courses when the corresponding g4xx course was taken at the undergraduate level.

Activities Instructors May Require to Meet the “Additional Work” Requirement to Receive Graduate Credit in Those Courses Offered as g5xx:

The Graduate Council expects instructors to require specific work to be done in a graduate level course to justify graduate credit being given. This expectation is particularly true for courses that may be used to count toward a degree. For students to receive graduate credit

in those courses designated at the g5xx level, specific and evaluated activities and performances must be identified. Listed below is a suggested list of activities that an instructor might use to meet this requirement.

1. An additional scholarly activity such as:
 - a. integrative term paper(s)
 - b. substantive report(s) that 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 those 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 that is evaluated and not required of undergraduates
3. Examinations: Special examinations that are different from those given to undergraduates and are more demanding than those given to undergraduates. Such exams should be those that require greater performance at the higher cognitive level 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., M.A.M.S.T., 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).

Students who, because of exceptional circumstances, want to take more than the maximum number of credits, must request permission in writing from the Dean of the Graduate School. 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.

Semester Credit Limits

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

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 lower indicates questionable performance 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+ or lower grades may cause departments/colleges to dismiss students from a graduate degree program. (See section entitled Restricted Registration) NOTE: Due to grading changes approved during the 1998-1999 academic year, any restrictions or requirements in this catalog referring to a grade of C also include a C+ grade.

Idaho State University uses a graduated letter grading system to indicate the instructor's evaluation of a student's performance in a course. These letter grades are converted to a numerical value for computing a student's semester and cumulative grade point averages. At the beginning of each course, an instructor should inform students of the criteria to be used in evaluating their performance through the class syllabus or other written means.

The grade of A is the highest possible grade; grades of D+ or lower will not be allowed for graduate work. Plus (+) or minus (-) symbols are used to indicate grades that fall above or below the letter grades. The grades of A+, F+, and F- are not used. For purposes of calculating grade points and averages, the plus (+) increases the grade's

point value by .3, and minus (-) decreases the grade's point value by .3 (e.g., a grade of B+ is equivalent to 3.3, and A- is 3.7). A student's work is rated in accordance with the following definitions:

A	4.00	excellent performance
A-	3.70	excellent performance
B+	3.30	good performance
B	3.00	good performance
B-	2.70	good performance
C+	2.30	inadequate performance
C	2.00	inadequate performance
C-	1.70	inadequate performance
D+	1.30	unacceptable performance
D	1.00	unacceptable performance
D-	0.70	unacceptable performance
F	0.00	unacceptable performance

Courses in which A, A-, B+, B, or B- grades are earned are acceptable toward a graduate program and graduation requirements, unless specifically excluded for a particular course, program, or degree. Courses in which C+, C, or C- grades are earned might be used toward program and graduation requirements in some programs; two such grades will place the student on semester-by-semester review. Grades of D+, D, D-, or F may not be used to satisfy graduation requirements. No credits are awarded for any course in which an F grade is earned.

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.

With permission of the relevant department, 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 used in the calculation of the program of study GPA.

Incomplete Grades

An Incomplete grade (I) 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.

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 sent to the Registrar's Office.

Incomplete work must be completed within one (1) calendar year from the date such grade is given, but an instructor could specify a shorter time period. A change of grade form must be submitted by the faculty member or the Incomplete will become permanent.

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 except under extraordinary circumstances, e.g., serious, long-term illness. Petitions to remove Incomplete grades must be approved by Graduate Council.

Transfer of Credits

Master's Degrees

All graduate credits must be earned as Idaho State University resident credits except for the following:

In all master's degree programs a total of 9 semester credits may be transferred from an accredited institution. Transfer of credits from an accredited institution is acceptable only if the courses are specifically approved by the Graduate School and the academic department of Idaho State University when the final program of study is submitted. In these instances, only the credit hours transfer, not the grades.

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 the Graduate School to transfer course work taken while admitted to Unclassified status to a degree program. The total number shall not be more than 30% of the credits of the program of study required of each student for the degree.

Transfer of Credits from One Program to Another. There are no limits to the number of credits that may be applied toward a master's degree program or certificate program that were originally earned 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 that exceed the requirement for the degree.

Departments and/or colleges may allow students to apply up to 9 semester credits earned at Idaho State University to two master's degrees.

Doctoral Programs

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

Residency Credits

All credits that 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 through the main Idaho State University campus, the Idaho State University-Idaho Falls campus, the Idaho State University-Boise campus, or the Idaho State University-Twin Falls campus.

Courses approved by the Graduate Council and taught solely by approved faculty of Idaho State University at other sites in the state may be accepted as resident credit.

Time Limits

Master's and Educational Specialist Degrees

All requirements for a master's degree (except the MBA degree) or educational specialist degree must be completed within 8 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 Graduate School).

The time limit for the MBA degree is 5 years for any course used to meet MBA II, elective,

or emphasis area graduation requirements. Please refer to the College of Business section of this catalog.

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 that 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 awarding of the degree by too long a period of time. Consequently, doctoral candidates are allowed no more than 5 years in which to complete remaining degree requirements. In the event a student fails to complete the doctorate within 5 years after passing the comprehensive examination, an extension of time can be obtained only by:

- 1) The student getting a specified set of requirements from the student's committee that 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;
- 2) 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 8 years immediately prior to granting of the degree unless it can be shown

that the course work taken more than 8 years earlier covers material that 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 chair. A petition requesting an exception to the 8 year limitation must be submitted by the student to the Graduate Council for approval. The letter of approval from the department chair 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 normally must be members of the Graduate Faculty and approved by the Dean of the Graduate School. Appointments to Examining Committees of non-faculty members or of faculty members not on the Graduate Faculty must be approved by the Dean of the Graduate School. 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. Following departmental procedures and regulations, a permanent advisor who will be responsible for helping the student to finalize the program of study is then selected.

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 the Graduate School. 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 the Graduate School from outside the student's department. The GFR must be a current 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 Graduate School on the examining committee and is responsible for reporting the results of graduate examinations to the Dean of the Graduate School. The Graduate School welcomes suggestions from the student or department 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. This request 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 the Graduate School 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 the Graduate School 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 the Graduate School.

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 Graduate School during the semester immediately preceding the semester in which a student intends 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 that is usually administered early in the program, or when substantially all course work has been completed.

Students seeking doctoral degrees must submit a final Program of Study form to the Graduate School 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 the spring semester for completion during the summer semester, an application for graduation must be filed with the Graduate School.

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, an updated application must be submitted for the subsequent semester and a \$20 reprocessing fee paid to the Graduate School.

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.

Examinations

All graduate students are required to complete a final examination. Final examinations are scheduled by departments and reported to the Graduate School.

All examinations must be completed at least two weeks before the end of the semester in which the student plans to graduate. All graduate requirements must be completed prior to or at the end of the semester 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.

Oral examinations are open to all members of the Graduate Faculty as observers. Oral examinations are not open to non-Graduate Faculty without permission of the advisor and the Dean of the Graduate School. When students are required to make presentations as part of the examination process, these presentations will be advertised, and they will be open to the public.

Following the oral exam, the committee meets in closed session to determine the outcome of the examination. The student passes the exam if a majority of the committee so votes. Otherwise, the student fails the exam. For students failing the oral exam, the Graduate School allows one re-examination. This re-examination is to take place during the subsequent three (3) semesters unless otherwise approved by the Graduate School. If the academic unit involved has a formal re-examination policy, that policy supersedes the Graduate School 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 2 weeks before the date scheduled for the oral examination. Oral examinations are to be held at least 2 weeks prior to the date of graduation. If any committee 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 and the student are sufficiently prepared for an oral examination.

The major advisor is responsible for reporting a grade to the Registrar (using a Change of Grade form) 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

Graduate School within two weeks. Failure to do so may delay graduation. If the required documents are not submitted within one year, the Dean of the Graduate School 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 Graduate School.

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 2 weeks prior to the date of graduation.

Petitions

A student may petition the Dean of the Graduate School 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 Graduate School; 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 School 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 and Dismissals" 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.

Drop or Withdrawal

Students may voluntarily drop graduate courses until the official drop date listed in the Academic Calendar. Dropped classes will not appear on a student's transcript. After the official drop date, students may withdraw from a course(s) prior to the withdrawal deadline with a "W" appearing on the transcript. The deadline to withdraw from a class is one week after the official midterm grade reporting deadline as indicated in the Academic Calendar. To withdraw from a course or courses, students must provide a written request using the appropriate forms available from the Registrar's office or the Graduate School office. Students wishing to withdraw from graduate courses or a graduate program after the official withdrawal date must obtain approval from their professors, program chair, and the Dean of the Graduate School. Voluntary withdrawal from a graduate program during an appeal of dismissal automatically terminates the appeals process.

Appeals and Dismissals

Appeal of a Grade

Midterm grades are not official and may not be formally appealed. Students who wish redress for midterm grades should discuss the grade with the instructor of the course in order to determine a course of action leading up to the final grade.

Graduate students who wish to appeal final grades 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 student. Documentation of the appeal must be sent to the Graduate School to be placed in the student's file. The Graduate School encourages resolution of appeals at the lowest possible level.

When a grade appeal involves plagiarism, cheating, or other academic dishonesty, please also refer to the "Academic Dishonesty" section of the Graduate Catalog.

Procedures for the Appeal of a Grade

Step 1: The Instructor of the Course

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 course. This discussion is an informal meeting to attempt to resolve the issue. If the instructor agrees that the student was erroneously graded, the grade is changed using standard procedures. If the instructor supports the original decision, the student may file a formal appeal. A formal statement must be prepared in accordance with the format presented in the "Protocol for Appealing a Grade," which is described in the next section. The original of this statement is given to the department chair, and a copy is given to the instructor. In such an instance, the instructor must prepare a statement explaining the reasons for the grade and submit that statement to the department chair.

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 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

overrules the instructor's decision, the appeal must be forwarded 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 graduate 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 recommendation to the dean. 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 dean, the appeal may be taken to the Graduate Council.

Step 4: The Graduate Council via the Dean of the Graduate School

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 the Graduate School 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 the Graduate School.

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 course. 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 remedy he/she is seeking.

Dismissals

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 receives two or more grades of C+ or below, or
2. If the student fails to meet the continuation standards of the department (including conditions stated on the Approval for Admission form), or
3. 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 Idaho State University Graduate Catalog. The student should be given a copy of the Graduate Catalog, appropriate catalog pages, or notified that the Catalog is available online or in the Graduate School.

Students receiving letters of dismissal will automatically be dropped from all graduate courses in the program from which they are being dismissed, regardless of whether they choose to appeal; fees will be refunded in accordance with university policy. 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 the Graduate School for permission to complete the graduate courses in which they are enrolled. Students who appeal the dismissal will be blocked from registration for additional graduate courses during the appeals process. See "Procedures for the Appeal of Dismissal from a Graduate Program" for specific procedures.

The initiation of the appeal must occur within 15 working days of the notification of the dismissal, unless the student is appealing dismissal due to receiving two or more grades of C+ or below. In that case, the student may wish to appeal one or more grades before beginning appeal of dismissal (see "Appeal of a Grade" section). If the grade is upheld, and the student now wishes to appeal the dismissal, the student must begin the appeal of dismissal within 15 working days of the notification of the decision of the grade appeal. If the grade is changed to a B- or above, and the student no longer has two or more grades of C+ or below, the dismissal will be cancelled by the department/college. However, if the dismissal is based on items 2 or 3, previously listed, the dismissal proceedings may continue.

Documentation of the appeal must be sent to the Graduate School to be placed in the student's file. The Graduate School encourages resolution of appeals at the lowest possible level.

When a dismissal involves plagiarism, cheating, or other academic dishonesty, please refer to the "Academic Dishonesty" section of the Graduate Catalog.

Procedures for the Appeal of Dismissal from a Graduate Program

Step 1: The Departmental Level

1. The student must request reconsideration in writing using the "Protocol for Appealing Dismissal from a Graduate Program," which is described in the next section.
2. A majority of the graduate faculty of the department must meet within 15 working 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, email, 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 the Graduate School.
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 the Graduate School, and the student shall be reinstated.

Step 2: The 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 of the department. 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 Overrules Dismissal. 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 the Graduate School, 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 the Graduate School.

Step 3: The Graduate Council via the Dean of the Graduate School

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 all documents prepared in Step 1 and Step 2 of the appeal process.
3. The Dean of the Graduate School 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 in the Graduate School.
6. The Dean of the Graduate School 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 the Graduate School 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 to be included is the rationale for appeal of the dismissal. The student should state as succinctly as possible the reason for making the appeal. The student must also state the remedy he/she is seeking.

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 the Graduate School. A copy of the letter is to be placed in the student's permanent file in the department and in the Graduate School. 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."

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 statement 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.

Interdisciplinary Degrees

Idaho State University offers students the opportunity to pursue an interdisciplinary master's degree (M.A., M.S., M.N.S., M.Ed.). 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 credits in each of the departments participating. Students must be admitted into such a program by each department that 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 Graduate School during the first year of course work.

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.

Engineering Environmental Science and Management Master's Degree Program

Students may pursue a M.S. in Environmental Science and Management (ESM) through the College of Engineering. See the description and requirements of this degree in the Department of Civil and Environmental Engineering.

Master of Natural Science

Majors in Biology, Chemistry, Geology, 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:

If a student enters a M.N.S. program with no equivalent course work in education, the student must take additional credits in addition to 30 graduate credits in the discipline to receive the M.N.S. degree. This requirement leaves 12-19 credits, including student teaching, to be completed to receive teacher 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 depart-

mental committee selected by the student in consultation with the student's major professor, and approved by the Dean of the Graduate School, 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 500-level or above. At least 22 credits must be taken in residence.

Admission

The student must apply to, and meet all criteria for, admission to the Graduate School. Certain departments may also have other admission requirements. Please check with specific departments for further details.

Study Abroad

STUAg500 Study Abroad 9-12 credits. Pre-arranged, planned courses of study at selected academic institutions outside of the United States. Student is responsible for resident credit arrangements with department(s) and the Office of International Programs prior to departure. Prefix and course name will be replaced on ISU transcript when study abroad transcript arrives. Graded S/. REPEATABLE WITH DEPARTMENT PERMISSION.

Tuition and Fees

Fees are subject to change without advance notice by the Idaho State Board of Education prior to the first official day of class. (See "Policy Statement Concerning Graduate Catalog Contents" on the title page of this catalog.)

In general, the expenses for Idaho State University graduate 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 credits 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.

Certain programs require full-time summer study. Students in these programs are assessed full-time fees during the summer semester, including non-resident fees if they are from out-of-state.

2008-2009 Fees and Tuition, including student health insurance fee*.

	Per Semester	Per Year
Resident	\$3,315.00.....	\$6,630.00
Non-Resident	\$7,339.00.....	\$14,678.00

*The student insurance premium is \$578.00 per semester as a part of full-time fees. All full-fee paying students are automatically covered under the University's Student Insurance program. The premium is included in the fee schedule for each semester. Any student with existing health insurance coverage may be exempt from participation in the Student Insurance Plan by completing and filing a Health Insurance Waiver each academic year.

Part-time Fees (2008-2009 Fees)*

Graduate	\$276.00 per credit hour
Non-Resident	\$404.00 per credit hour

* See note regarding fees at beginning of this section.

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 the ISU Admissions Office, Campus Box 8270, Pocatello, ID 83209, (208)282-2475.

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 America, who does not have permanent or temporary resident status or does not hold "refugee-parolee" or "conditional entrant" status with the .S. Immigration and Naturalization Service or is not otherwise permanently residing in the .S. under cover 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 decisions for fee payment purposes for graduate students are made by the Graduate School in compliance with the practices and policies of Idaho State University. Students may appeal through the Residency Appeals Committee at Idaho State University. Students who initially enroll at Idaho State University 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)282-2475. 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 billed 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

Graduate Application Fee \$55

Student Health Insurance Fee \$578.00 per semester; included in full-time fees

Class Fees (in addition to regular registration fees)

Many university classes require additional fees for specialized instruction and/or supplies. See the Class Schedule for class fees required for specific courses.

Late Registration Processing Fees

Second through tenth day of classes \$50
 After tenth day of classes \$100
 Summer (charged as above, except \$100 fee is assessed after last day to withdraw)
 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.

Audit Fee - Same as part-time credit hour fees

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

A copy of the current "Education Policy for ISU Employees" is available in the Human Resources Office. Verification of employment and authorization forms for reduction in fees can be obtained from the Human Resources Office.

Senior Citizen Registration Fee \$20 + \$5 per credit hour

Age 60 years or older: proper identification indicating date of birth is required. Fee reduction does not apply to non-resident fees or special class fees. Fee is for courses on a space available basis only.

Transcript Fee \$5

Please contact the Office of Registration and Records for full information. This fee does vary, depending on the number of transcripts requested.

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

Housing Costs

Please contact the University Housing Office for more information, Campus Box 8083, Idaho State University, Pocatello, ID 83209, or (208)282-2120.

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 Univer-

sity 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, nonresident 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 Idaho State University 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, including notification of the academic advisor and the Graduate School, 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 University Housing Office will have their room and board fees pro-rated and, after appropriate penalties have been deducted, they may receive a refund. See the University Housing Office for details on residence hall and apartment living, and for details on any penalties for breaking 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 Office of Financial Services 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 is assessed each time a check is returned, the amount is charged to the student's account, and the student 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.

Federal Family Educational Rights and Privacy Act of 1974

Idaho State University in compliance with the Family Educational Rights and Privacy Act

(FERPA), is responsible for maintaining educational records and monitoring the release of information of those records. Staff and faculty with access to student educational records are legally responsible for protecting the privacy of the student by using information only for legitimate educational reasons to instruct, advise, or otherwise assist students.

Only those records defined as "directory information" may be released without the express written permission of the student. Directory information includes the student's name, address listings, telephone listings, e-mail addresses, full-time/part-time status, class level, college, major field of study, degree types and dates, enrollment status, club and athletic participation records, and dates of attendance including whether or not currently enrolled. No other information contained in a student's educational records may be released to any outside party without the written consent of the student.

A student may restrict release of all directory information by filing a Declaration of Non-disclosure of Educational Record Information form in the Office of Registration and Records. Student may choose to restrict release of their address and telephone listings only. This may be done through their MyISU portal by accessing the Student Address Change Request form under Student Records information. This restriction will apply to the students' address and telephone listings only; all other directory listings will continue to be available for release.

Students must request complete directory information restriction or address/phone listing restrictions during the first week of fall term to prevent their information from being published in the Student Directory. Any restriction is permanent and remains in place even after the student has stopped attending or has graduated from the University unless the student requests, in writing, that it be removed. Additional FERPA information may be found on the web at: <http://www.isu.edu/areg/ferpafacts.shtml>

Financial Support

The following financial information is a listing of the categories of financial help that 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, 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 Office of Financial Aid, Museum Building, Campus Box 8077, Idaho State University, Pocatello, ID 83209-8077, (208)282-2756. 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 level or college level (for example, Business, Engineering, Pharmacy). 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 generally made 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 February or March. Contact individual departments or colleges for specific application deadlines.

Only students admitted as degree-seeking students are eligible to apply for graduate assistantships or fellowships. Non-degree-seeking students are not eligible to receive assistantships. 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 9 credits, which is a full load. DA fellows are

expected to carry a minimum of 9 credits per semester.

Permission to carry fewer than nine or more than 12 credits may be granted by the Dean of the Graduate School upon written recommendation of the student's advisor or program director.

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, student health insurance, and non-resident tuition in addition to the stipend.

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 the Graduate School 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 the Graduate School.

Graduate Assistantships (GA)

There are about 200 GAs available for the entire university; most of these require serving as an instructor for a department. An individual department may have only two or three assistantships to award. Most of these are awarded in the spring semester for the next academic year. Full-time GAs are expected to work up to 20 hours/week for their stipend. Contact the department chair or graduate program director for application materials.

Graduate assistants who are international students, whose native language is not English, and who have been assigned to teach must complete an English speaking proficiency examination administered at the Center for Teaching and Learning. In order for an international student to be awarded a GA and teach a course, the student must score 23 or above on the Speaking Section of the TOEFL iBT.

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 (approximately 100) 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 and enrolled in the Doctor of Arts program. These are available only in the Departments of Biological Sciences, English and Philosophy, Mathematics, and Political Science. Most of these are awarded in the spring semester for the next academic year. Contact these departments for details and applications. See location/phone below.

Contact	Location	Phone
Biological Sciences	Life Sciences Bldg.	282-3765
English & Philosophy	Liberal Arts Bldg. .	282-2478
Mathematics	Physical Sciences Bldg.	282-3350
Political Science	Graveley Hall.....	282-2211

Tuition and Fee Scholarships

Departments may offer tuition and fee scholarships as separate awards 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. 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 School Awards (Limited Number)

These awards are distributed on a competitive basis by the Graduate School. Students should apply using the form supplied by the Graduate School (see the front inserts of this Catalog). Application must be received by May 1st for the following Fall Semester consideration and by December 1st for the following Spring Semester. The non-resident tuition waiver may be granted for the academic year or for one semester only. Awards are made after final grades for the current semester are recorded.

Graduate Assistants and Fellows

All assistants and fellows approved by the Graduate School are granted a non-resident tuition waiver each semester. This award 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	282-2756
International Students	Office of Student Affairs	Rm 384, Hypostyle	282-3315
Utah Residents	Scholarship Office	Rm 327, Museum Bldg	282-3315

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) 282-2756.

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 provide money 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 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, the Office of Research and the Graduate School 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 the Graduate School 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 the Graduate School.

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	282-2315
International Students (on campus)	Departments and other offices		
On campus (part-time)	Student Employment Office	Rm 440 Museum Bldg	282-2778
	Department and other offices		
Off campus (part-time or temporary)	Student Employment Office	Room 440 Museum Bldg	282-2778
College Work Study	Financial Aid Office		282-2756

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
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 \$100 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 Research. (See previous information 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 previously, 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.

Cooperative Programs

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) 282-3232 (Department of History).

Oak Ridge Associated Universities (ORAU)

Since 1993, students and faculty of Idaho State University have benefited from ISU's membership in Oak Ridge Associated Universities (ORAU). ORAU is a consortium of 91 colleges and universities, and a contractor for the U.S. Department of Energy (DOE) located in Oak Ridge, Tennessee. ORAU works with its member institutions to help their students and faculty gain access to federal research facilities throughout the country; to keep its members informed about opportunities for fellowship, scholarship and research appointments; and to organize research alliances among its members.

Through the Oak Ridge Institute for Science and Education, the DOE facility operated by ORAU, undergraduates, graduates, post-graduates and faculty may access a multitude of opportunities for study and research. Students may participate in programs covering a wide variety of disciplines including business, earth sciences, epidemiology, engineering, physics, geological sciences, pharmacology, ocean sciences, biomedical sciences, nuclear chemistry, and mathematics. Appointment and program length range from one month to four years. Many of these programs are especially designed to increase the number of underrepresented minority students pursuing degrees in science- and engineering-related disciplines. A comprehensive listing of these programs and other opportunities, their disciplines, and details on locations and benefits can be found in the ORISE Catalog of Education and Training Programs, which is available at www.orau.edu.

gov/orise/educ.htm, or by calling either of the contact persons below.

ORAU's Office of Partnership Development seeks opportunities for partnerships and alliances among ORAU's members, private industry, and major federal facilities. Activities include faculty development programs, such as the Ralph E. Powe Junior Faculty Enhancement Awards, the Visiting Industrial Scientist Program, consortium research funding initiatives, faculty research, and support programs, as well as services to chief research officers.

For more information about ORAU and its programs, visit the ORAU website at www.ora.gov or contact:

Dr. Thomas F. Gesell
Professor of Health Physics
ORAU Counselor for Idaho State University

or

Monnie E. Champion
ORAU Corporate Secretary
(865) 576-3306

University Services

Eli M. Oboler Library Building

The University Library, named for its past Director, Eli M. Oboler, contains major collections of books, periodicals, electronic resources, maps microforms, and government publications, and provides a full range of services to students, faculty, and staff. The library collection of 656,827 book and serial volumes and its 4,444 active journal subscriptions in all formats are accessible through its automated catalog and circulation system, available through the library web page. In addition, the library provides access to an additional 39,000 journals. These resources are available to the Idaho State University community. For most resources, remote access is available across the state with appropriate authentication. The University Library has been a depository for federal publications since 1908, and for State of Idaho publications since 1972. The government publications collection contains over 445,024 printed items and approximately 1,964,868 items published in microform.

General reference service is provided on the first floor, where librarians are available to as-

sist patrons in the use of over 89 databases and other reference resources. Library instruction is available to classes and student groups, and is tailored to address students' specific needs, from general library orientation to subject-specific bibliographic research. In addition to supplying informational materials from its own collections, the library provides an interlibrary loan service equipped to locate and deliver books and periodical articles from other libraries' holdings. Using online electronic ordering and transmission, as well as postal services, the interlibrary loan service fills most requests within a week, but students should allow a two-week turnaround time.

The Idaho Health Sciences Library, a department of the Eli M. Oboler Library, supports the health sciences information needs of the university and the Idaho health-care community. It also provides specialized health science reference, research, and instruction services. The Arthur P. Oliver Law Library, located on the first floor of the Eli M. Oboler Library, houses more than 13,000 law books. An excellent reference resource for students, faculty, and staff, it is supplemented with legal databases.

Idaho Falls Services: The University Library Center at Idaho State University-Idaho Falls provides reference services, a limited reference collection, and a study area for Idaho State University students. Also available are public access workstations on which students and faculty are able to access most of the information databases available to students at the main campus. With the assistance of trained staff, students are able to request the delivery of books and journal articles from the University Library.

Twin Falls and Lewiston: The Oboler Library has agreements with the libraries at the College of Southern Idaho and at Lewis-Clark State College. These agreements ensure strong library support for Idaho State University's students in the Twin Falls and the Lewiston areas. Under these agreements, Idaho State University students are able to access the two libraries and check out materials. They also receive full reference, instruction, interlibrary loan, and database searching services. On-line access to Idaho State University Library databases and the catalog are available.

Boise: A similar agreement in Boise provides Idaho State University students and faculty the same library privileges accorded to Boise State University students and faculty upon presentation of their Idaho State University Bengal identification cards.

Graduate students are encouraged to use all the services mentioned above, especially library instruction for any classes they teach. Those teaching may also take advantage of the library's reserve service for class supplemental readings. Reserve services are available online, as well as in Pocatello and in Idaho Falls. Interlibrary loan is required to supplement the local collection in certain research fields. The reference staff is available for searching specialized databases and for assisting with research.

For more detailed information regarding Library services, including hours of service and policies, please visit the library website at www.isu.edu/library.

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 full-time computer professionals with a variety of backgrounds.

There are nine Microcomputer Labs located on the Pocatello campus, three in Idaho Falls, and one each in Twin Falls and Boise open to all ISU students. The Computer Services labs are open seven days a week. In addition, several departments and colleges maintain computing facilities for student use.

To use the Computer Labs, you must have an ISU computer account, available for a per-semester fee; accounts may be opened at the Computer Center administration office in Pocatello, and in Idaho Falls, Twin Falls and Boise. This account provides login capability in the computer labs, data storage, printing, remote access, web-based instructional tools, etc., as well as access to both Windows and Unix software. Email accounts are assigned to all Idaho State University students.

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

For additional information regarding the computing services at Idaho State University, the Computing Service Center website is: <http://help.isu.edu/>

Student Health 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. Nutritional counseling is offered at the Health Center in cooperation with the ISU Dietetics program.

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.

The Dental Hygiene Clinic provides dental care by dental hygiene students, evaluated by licensed hygienists serving as faculty, and supervised by licensed dentists.

The Department of Physical and Occupational Therapy operates several programs providing clinical services to patients from the university and community on a sliding payment scale.

The Department of Speech Pathology and Audiology operates the ISU Speech and Hearing Center and the Audiology Clinic, offering comprehensive evaluation, diagnostic testing and therapy services.

The ISU Wellness Center helps students maintain desired levels of health and fitness through a wide variety of classes, including aerobics, aquacise, and yoga, as well as weight machines, free weights, and a variety of cardio machines. The Wellness Center also provides fitness assessments, health appraisals, nutrition analyses and education, and campus-wide health screenings. Many Wellness Center services are free to ISU students.

The Janet C. Anderson Resource Center provides educational program and services for women and men who are students, faculty and staff of ISU to raise the level of awareness concerning gender-based issues and to

promote this awareness in policies, services, and programs throughout the university.

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 other important services available. Counseling staff can usually assist students with concerns such as anxiety, depression, self-esteem, motivation, eating problems, stress relief, and interpersonal relations. Personal counseling is free and confidential; all staff are licensed by the State of Idaho as counselors or psychologists.

The Center administers over 50 national and several institutional tests, including those for Graduate School 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.).

The Center is the Computer-Based Testing Center in this region for administering the GRE, GMAT, MAT, PPST, and NBTCP.

Affirmative Action

Idaho State University endeavors to achieve equal educational opportunity for minorities, persons with disabilities and women students through recruitment, admission, curricular and extracurricular programs, advising and retention practices, and student aid and employment. Discrimination affecting any person based on race, religion, gender or disability is illegal and should be reported to the Office of Affirmative Action.

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 transpor-

tation, 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 ADA & Disabilities Resource Center, Campus Box 8121, (208) 282-3599.

ADA and Disabilities Resource Center

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 (208) 282-3599.

In order for the Center to arrange accommodations for those who need assistance, they request notification as early as possible so that timely arrangements can be made.

C. W. Hog

The Cooperative Wilderness Handicapped Outdoor Program (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, some of the other general student services available on campus are:

- the Office of the International Student Advisor, which provides assistance, support and guidance to Idaho State University's international students. Services include student orientation to the Idaho State University campus and Pocatello community, on-going cross-cultural activities, student-to-student mentor programs, and

additional programs to help international students make the most of their time at ISU.

- the Center for Teaching and Learning, which offers programs in study skills, reading, writing, mathematics, and English for speakers of other languages, and includes individualized instruction, tutoring, and workshops. The Center also administers the ASISU Content Area Tutoring Program.
- the Career Development Center, which provides career counseling, career testing, alumni consultants, internship opportunities, student employment assistance, job interviewing techniques, networking skills training, credential files, on-campus recruiter interview, and other career-related support to students and alumni in both individual and group settings.
- the Student Employment Center, which assists students seeking employment while enrolled at the university and provides lists of summer employment opportunities for Idaho and other states. Assistance is available to all students enrolled for 6 credit hours or more each semester. Employment vacancies are listed on the web and posted in the office.
- the Idaho State University Bookstore offers a selection of textbooks, computer supplies, school and office supplies, Idaho State University clothing, gifts and greeting cards, and general interest books. The Bookstore maintains branch offices in Idaho Falls (University Place) and Twin Falls (CSI Bookstore).
- the ASISU Early Learning Center, which provides child care for children six weeks of age through elementary school while their parents attend classes or work at the university. Children are enrolled in developmentally appropriate classes led by a professional staff assisted by student employees. While at ELC, breakfast, lunch and afternoon snacks are served to enrolled children over the age of one year. Parents are encouraged to visit the Center.

facilities in Reed Gym and Holt Arena provide indoor running tracks, indoor tennis courts, racquetball courts, swimming pools, weight and exercise rooms, and a full component of special exercise classes. A highly regarded Outdoor Program is available to members of the university community. 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 offers a wide variety of workshops and classes in most craft areas to students, faculty, staff, and community in a casual learning environment.

Recreational Services

There is a wide complement of recreational opportunities for students at Idaho State University. The recreational

