

**Boise State University
Graduate College
Policy and Procedure Manual**

June 2017

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Policy Statement Concerning the Contents of this Manual

The purpose of this Graduate College Policy Manual is to provide current, articulate and accurate information about Boise State University for guidance of prospective students, for faculty and administrative officers, for students currently enrolled, and for other education or allied agencies.

Catalogs, bulletins, course and fee schedules, etc., are not to be considered as binding contracts between Boise State University and students. The university and its divisions reserve the right at any time, without advance notice, to: (a) withdraw or cancel classes, courses, and programs; (b) change fee schedules; (c) change the academic calendar; (d) change admission 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 degree-seeking at the time in the university. When economic and other conditions permit, the university tries to provide advance notice of such changes. In particular, when an instructional program is to be withdrawn, the university will make every reasonable effort to ensure that students who are within two years of completing the graduation requirements, and who are making normal progress toward the completion of those requirements, will have the opportunity to complete the program which is to be withdrawn.

It is the policy of Boise State University to comply with all federal, state and local authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, and Executive Orders 12898 (Environmental Justice), 13166 (Limited English Proficiency), and 13672 (sexual orientation and gender identity). Boise State is an equal opportunity employer.

The University does not exclude from participation in, deny the benefits of, or subject any individual to discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, income, protected veteran status, limited English proficiency, or any other status protected under applicable federal, state or local law.

Section 1: Resources

Graduate College contact information

Address

Boise State University
Graduate College
1910 University Drive
Boise, Idaho 83725-1110
Riverfront Hall, Rm 307

Telephone: (208) 426-2903**Toll-free:** (800) 824-7017 #7**FAX:** (208) 426-2789**Email:** gradcoll@boisestate.edu**Website:** <https://graduatecollege.boisestate.edu/>

Graduate College Staff

| Title | Name and email address | Telephone |
|--|--|----------------|
| Graduate Dean | Tammi Vacha-Haase tvhaase@boisestate.edu | (208) 426-1039 |
| Associate Dean | Scott Lowe scottlowe@boisestate.edu | (208) 426-2937 |
| Assistant to the Dean | Ramona Martin ramonamartin@boisestate.edu | (208) 426-1039 |
| Business Manager Graduate Assistantships | Kristen DeBoer kristendeboer@boisestate.edu | (208) 426-3647 |
| Director of Graduate Recruiting | Katie Stone katiemstone@boisestate.edu | (208) 426-4723 |
| Recruiting Specialist | Kinzi Poteet kinzipoteet@boisestate.edu | (208) 426-1065 |
| Administrative Manager | Dawn Ramirez dawnramirez@boisestate.edu | (208) 426-4203 |
| Coordinator of Theses and Dissertations | Wayne Cochran waynecochrane@boisestate.edu | (208) 426-3604 |
| Program Information Coordinator | | |
| Senior Admission and Degree Evaluator for the College of Business | Greg Gaskill ggaskill@boisestate.edu | (208) 426-1337 |

| | | |
|--|--|----------------|
| and Economics and College of Education | | |
| Admission and Degree Specialist for the College of Arts and Sciences | Briana Hobbs brianahobbs@boisestate.edu | (208) 426-3914 |
| Admission and Degree Specialist for the College Health Sciences and School of Public Service | Rachel Ohlsen rachelohlsen@boisestate.edu | (208) 426-1074 |
| Program Information Coordinator | Michelle Barnett michellebarnett1@boisestate.edu | (208) 426-4204 |
| Administrative Assistant I | Julie Weigt julieweigt@boisestate.edu | (208) 426-1026 |
| Customer Service Representative | Victoria Heaton victoriaheaton@boisestate.edu | (208) 426-3901 |

Boise State Links

| For more information about: | Refer to: |
|-------------------------------------|--|
| Academic Calendar | https://registrar.boisestate.edu/boise-state-academic-calendars/ |
| Accreditation | https://academics.boisestate.edu/planning/accreditation/ |
| Available Graduate Programs | https://graduatecatalog.boisestate.edu/programs/ |
| Boise State Mission and Vision | https://academics.boisestate.edu/strategic-plan/ |
| Boise State University Story | https://go.boisestate.edu/about/ https://archives.boisestate.edu/universityarchives/timeline/ |
| Course Numbering | https://graduatecatalog.boisestate.edu/gen-course-info/ |
| Financial Aid for Graduate Students | https://financialaid.boisestate.edu/graduate-student-information/ |
| Grades | https://registrar.boisestate.edu/grades/ |
| Student Health Insurance | https://healthservices.boisestate.edu/voluntary-ship/ |
| Housing and Residence Life | https://housing.boisestate.edu/ |
| Idaho Residency Requirements | https://registrar.boisestate.edu/general-information-and-policies/idaho-residency/ |
| International Admissions | https://graduatecollege.boisestate.edu/international-students/ |
| Office of Research Compliance | https://research.boisestate.edu/compliance/ |
| Registration | https://registrar.boisestate.edu/registration/ |
| Statement of Shared Values | https://president.boisestate.edu/values/statement-of-shared-values/ |

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| Student Code of Conduct | https://deanofstudents.boisestate.edu/student-code-of-conduct/ |
| Tuition and Fees | https://vpfa.boisestate.edu/student-financial-services/boise-state-university-fees/ |
| University-wide Courses | https://graduatecatalog.boisestate.edu/univ-wide/ |

Student Academic Services

| For more information about: | Refer to: |
|------------------------------------|---|
| Career Center | https://career.boisestate.edu/ |
| English Language Support Center | https://englishsupport.boisestate.edu/ |
| Study Skills Resource Center | https://aae.boisestate.edu/study/ |
| Test Preparation | https://extendedstudies.boisestate.edu/cpd/test-preparation-courses/ |
| University Testing Services | https://testing.boisestate.edu/ |
| Writing Center | https://writingcenter.boisestate.edu/ |

Student Health Services

| For more information about: | Refer to: |
|--|---|
| Affordable Care Act – Health Insurance Exchange Notice | https://healthservices.boisestate.edu/billing-insurance/affordable-care-act/ |
| Counseling Services | https://healthservices.boisestate.edu/counseling/ |
| Insurance and Billing | https://healthservices.boisestate.edu/billing-insurance/ |
| Medical Services | https://healthservices.boisestate.edu/medical/ |
| Wellness Services | https://healthservices.boisestate.edu/wellness/ |

Other Student Services

| For more information about: | Refer to: |
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| Campus Recreation | https://rec.boisestate.edu/ |
| Children’s Center | https://childrenscenter.boisestate.edu/ |
| Dean of Students | https://deanofstudents.boisestate.edu/ |
| Educational Access Center | https://eac.boisestate.edu/ |
| Gender Equality Center | https://genderequity.boisestate.edu/ |
| Graduate Student Association | |

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| International Student Services | https://academics.boisestate.edu/globaleducation/international-student-services/ |
| Legal Services | https://deanofstudents.boisestate.edu/asbsu-legal-services/ |
| Multicultural Student Services | https://mss.boisestate.edu/ |
| Student Diversity Center | https://mss.boisestate.edu/student-diversity-center-info/ |
| Student Employment | https://career.boisestate.edu/information-for-employers/on-campus-student-employment/ |
| Veteran Services | https://veterans.boisestate.edu/ |

Standardized Testing Services

| For more information about: | Refer to: |
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| GMAT Testing | https://home.pearsonvue.com |
| GRE Testing | https://prometric.com/en-us/for-test-takers/pages/locate-a-test-center.aspx |
| GRE, GMAT Test Preparation | https://prometric.com/en-us/for-test-takers/pages/locate-a-test-center.aspx |
| PRAXIS Testing, Thomson Pro-Metric testing locations | https://www.ets.org/praxis |

Section 2: Graduate Admissions Policies

Minimum Admission Requirements of the Graduate College

The minimum requirements for admission to the Graduate College are:

- At least a baccalaureate degree from a regionally accredited U.S. college or university or a degree from a non-U.S. institution of higher education that is judged equivalent to a U.S. baccalaureate degree by the International Admissions office. Applicants can request an exception to this requirement. Refer to [request for an exception to the regionally accredited institution requirement for admission](#).
- An undergraduate grade point average (GPA) of 3.00 (based on a 4-point scale) computed for all undergraduate credits.

Finally, applicants who are applying as graduate degree-seeking students and were graduate degree-seeking students elsewhere but did not complete the program must demonstrate that they departed that program in good academic standing.

Admission Requirements for a Graduate Degree or Certificate Program

Each graduate program has its own admission criteria, in addition to the minimum admission requirements of the Graduate College. To ensure the best opportunity for admission, applicants are encouraged to review the specific admission requirements and application procedures provided by the program. Admission is competitive and otherwise qualified applicants may be denied admission based on factors established by each program. In addition to academic merit (as reflected by GPA, test scores, and other information), a program's recommendation may be based on factors including but not limited to:

- program capacity or space limitations
- the perceived strength of the candidate's application in relation to other applicants
- the availability of faculty with expertise in an area of study
- the candidate's demonstrated ability to write well, work collaboratively, communicate respectfully and effectively, take constructive feedback, work under pressure, and/or otherwise prepare and conduct themselves in a manner consistent with program expectations, professional ethical and/or licensure requirements, and University policies and procedures, including its [Student Code of Conduct](#) and [Statement of Shared Values](#).

Graduate programs may use information submitted as part of the application, as well as additional sources, in the process of evaluating and recommending applicants for admission.

To Apply to a Degree or Certificate Program

Graduate programs may set one or more standard application deadlines appropriate for management of the program. Prospective students are, therefore, encouraged to consult the application procedures provided by the program. If the program is not specific about its application deadlines, then the Graduate College recommends submitting all application materials by the following priority dates:

- January 15 for summer and fall admission
- October 1 for spring admission

To apply for admission to a degree or certificate program, complete the following steps before the program deadline:

1. Submit an online [application for admission](#) to the Graduate College, along with the nonrefundable application fee.
2. Request official transcripts from each educational institution (excluding Boise State) attended beyond high school. Transcripts should be sent directly from the institution to the Graduate College and can be sent electronically, mailed or faxed directly using the following information:
 - Mailing address: Graduate College, Room 307, Riverfront Hall
Boise State University

1910 University Drive
Boise, ID 83725-1110.

- Email address: gradcoll@boisestate.edu
 - Phone number: (208) 426-3903 or (800) 824-7017 #7
3. Complete any standardized exams required by the graduate program. Check the [list of graduate programs](#) available on the Graduate College website to see if a specific program requires exams. Make sure the exam results are forwarded to the Graduate College. The institutional code for Boise State University for all exams administered by the Educational Testing Service (ETS) is 4018.
 4. Submit all required letters of recommendation and other materials required by the graduate program.

Review of an application cannot begin until each of these steps is completed and the Graduate College has received all materials, including materials that are specific to a particular graduate program. Applicants can monitor the status of their application using the “Admissions To Do’s” list found on MyBoiseState.

Once these steps have been completed, an applicant is eligible for admission to the Graduate College but has not yet been admitted to a degree or certificate program. At this point, applicants may enroll in courses for which they are eligible, but are not permitted to work toward a graduate degree or certificate and are not eligible for federal financial aid. For applicants who complete courses and are later admitted to a graduate program, the program may recommend to the Graduate College that some of those courses be applied to the credit requirements of the program. *The program may define a maximum number of these credits but the maximum cannot exceed one-third (1/3) of the total credit requirement and all final decisions on the applicability of these credits rest with the Graduate Dean.*

Once all application materials have been received, the application is reviewed by the graduate program. Once this review is complete, the program forwards an admission recommendation to the Graduate Dean using a Program Admission Recommendation (PAR) form. The Graduate Dean then makes the final determination and notifies the program and the student. Applicants are admitted in one of the following categories:

- Regular admission – This category is typically used when the undergraduate GPA is 3.00 or higher. In the event that an applicant’s undergraduate GPA is below 3.00 a program may still support a recommendation for regular admission using the applicant’s GPA calculated for the last 2 years of undergraduate credits or subsequent graduate credits, relevant work experience, or other factors to support the recommendation. Regular admission indicates full graduate standing in an academic program with no special stipulations.
- Conditional admission – This category is used when a student has not yet completed the undergraduate degree or the Graduate College has not yet received a final

undergraduate transcript with the undergraduate degree posted. The student's status is changed to "regular" once the Graduate College has received verification of the undergraduate degree.

- Provisional admission – This category is typically used when the undergraduate GPA is below 3.00. In the event that an applicant's undergraduate GPA is 3.00 or above a program may still support a recommendation for provisional admission using the applicant's limited relevant undergraduate coursework, demonstrated writing or computational skills, or other factors to support the recommendation. Provisional admission establishes special stipulations such as a probationary period and/or other specific stipulations that must be satisfied by the student within a reasonable time. The student's status is changed to "regular" once the specified stipulations have been met.

At this point, the applicant has been officially admitted to the graduate program. All degree-seeking students admitted as regular, conditional, and provisional are eligible for financial aid.

For Students with Provisional Admission

When a student is admitted with provisional status, the stipulations and timeline are filed by the graduate program with the Graduate College. At the end of each enrolled semester (including summers), the Graduate College and the graduate program, working in collaboration, review the student's progress and take one of the following actions:

1. Promote the student to "regular" status if the program determines that the stipulations of the provisional admission have been met.
2. Continue the student on provisional status if the stipulations of provisional admission have not been met and the program recommends continuation.
3. Dismiss the student from the program and Boise State University if the stipulations of provisional admission have not been met and the program recommends dismissal. Students who are dismissed are administratively withdrawn from their courses and cannot register for classes until they are either reinstated to the graduate program or readmitted to the Graduate College. Students who [request reinstatement](#) (following [Boise State policy #3090](#)) and are granted reinstatement to the program within 30 calendar days are not required to reapply to the Graduate College. After 30 days, students must submit a new online application and application fee.

In each case, the Graduate College informs the graduate program and the student via email (using the student's Boise State email address, according to Boise State policy #2280).

If a student submits an Application for Admission to Candidacy (AAC) form while on provisional status, approval by the Graduate College will be delayed until the provisions have been met and the student has been promoted to regular status.

To Apply as a Nondegree-Seeking Student

Individuals who submit an application but do not specify a degree or certificate program are said to be applying as nondegree-seeking students. Applications from nondegree-seeking students are accepted at any time, but prospective students are advised to submit all application materials well in advance of the desired semester or summer session.

Applicants may apply for admission as a nondegree-seeking student if they have earned a baccalaureate degree or a higher degree from a regionally accredited institution. Students who subsequently decide to apply to a degree or certificate program student will be required to meet the GPA and all other requirements of the program to which they apply. To apply for admission as a nondegree-seeking student, complete the following steps before the deadline specified in the current academic calendar:

1. Submit an online [application for admission](#) to the Graduate College, along with the nonrefundable application fee.
2. Request official transcripts from each educational institution (excluding Boise State) attended beyond high school. Transcripts should be sent directly from the institution to the Graduate College and can be sent electronically, mailed or faxed using the following information:
 - Mailing address: Graduate College, Room 307, Riverfront Hall
Boise State University
1910 University Drive
Boise, ID 83725-1110.
 - Email address: gradcoll@boisestate.edu.
 - Fax number: (208) 426-2789.

Admission Status for Nondegree-Seeking Students

Students who are admitted to the Graduate College as nondegree-seeking students may register for courses of interest for which they are eligible as long as they have met the necessary prerequisites and the courses are not restricted. However, they may not work toward a graduate degree or certificate and are not eligible for federal financial aid. If a student completes courses as a nondegree-seeking student and later applies and is admitted to a graduate program, the program may recommend to the Graduate College that courses completed while in non-degree status be applied to the credit requirements of the program. *The graduate program may define a maximum number of applicable credits of this type, but the maximum cannot exceed one-third (1/3) of the total credit requirement, and all final decisions on the applicability of such credit rests with the Graduate Dean.*

Applying as an International Student

Boise State University welcomes applications from qualified students from around the world. The requirements described below apply to applicants in the United States with a visa or applicants who require a student visa to study in the United States.

International applicants may apply for admission as graduate students if they have earned, from an accredited institution, the equivalent of a U.S. four-year baccalaureate degree or a higher degree. To apply for admission to Boise State, international applicants must complete the following steps before:

- January 15 for Summer and Fall semester admission
 - October 15 for Spring semester admission
 - or the deadline set by the graduate program if that deadline is earlier.
1. Submit a completed [International Student Graduate Application](#) along with the nonrefundable application fee.
 2. Submit official transcripts and proof of degree from each educational institution attended beyond high school or the equivalent of high school. Instruct the educational institutions to send the transcripts directly to:
International Admissions Office
Boise State University
1910 University Drive
Boise, ID 83725-1320

If written in a language other than English, these documents must be accompanied by an official English translation. If the institutions cannot submit these documents directly to the Boise State University International Admissions Office, certified or attested copies of official academic records and proof of four-year degree may be substituted. The certified copies must be issued or attested by an official of the institution and sent to Boise State University in the sealed official envelope of the institution, with the institution's stamp across the seal of the envelope. Boise State University reserves the right to request that applicants submit a professional credential evaluation completed by an independent credential evaluation service in addition to official transcripts. Boise State University accepts evaluations completed by World Education Services (www.wes.org).

International applicants may appeal this requirement in situations that meet all of the following requirements:

- The transcript is for a degree or certificate that was not completed.
- The application is for a Boise State graduate program at the same academic level (doctoral, master's, certificate) as the previous incomplete graduate work.

- The applicant is not transferring any credits from the incomplete degree or certificate.
- The applicant submits to the Graduate College sufficient documentation showing that application of this requirement would result in an “undue hardship.” This must be a condition that is far more serious than simple inconvenience.

The documentation will be carefully reviewed by the Graduate College in consultation with the International Admissions Office and the timeliness of the appeal will be important. Applicants should submit their application and appeal at least 3 weeks before the application deadline for the specific graduate program. Appeals received after this date will still be reviewed but the review may not be completed in time to meet the specified deadline.

International applicants who appeal this requirement and are admitted to a graduate program will be admitted with “conditional” status pending submission of the official transcript(s).

Guidelines for how to send official transcripts can be found on the International Admissions website: [https:// admissions.boisestate.edu/international/transcripts](https://admissions.boisestate.edu/international/transcripts)

3. Submit evidence of English proficiency that meets the minimum requirements for the Graduate College and the graduate program. The English Language Proficiency Requirement can be met by submitting official TOEFL or IELTS scores. Scores must be submitted directly from the testing agency and are valid if scored within two years of application to Boise State. The minimum score required for admission is:
 - TOEFL score of 550 (paper-based) or 68 (internet-based)
 - IELTS overall score of 6.0 or better

Some graduate programs may require higher TOEFL or IELTS scores. Prospective students should review the requirements of the specific program they are interested in.

Additional options for demonstrating English language proficiency exist. Please refer to the full list of proficiency options at the Admissions Office webpage – [language requirements page](#).

Meeting score requirements does not guarantee admission. Boise State may request additional supporting documentation and/or an interview to validate English proficiency if deemed necessary during application review.

4. Take the Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or any other standardized examination required by the graduate program. Ensure that the results of these examinations are forwarded to:
Graduate College

Riverfront Hall, Room 307
Boise State University
Boise, ID 83725-1110

The institution code number for Boise State University for all examinations administered by the Educational Testing Service (ETS) including the TOEFL and GRE is 4018. For information about specific program requirements, refer to the [Graduate College website](#).

5. Submit all letters of recommendation and other materials required by the graduate program.
6. Submit documentation sufficient to show sufficient financial resources to cover one calendar year of living expenses, tuition, and fees. Send the documentation to the International Admissions Office after meeting all other requirements for admission and being accepted to a graduate program. This item is only required for students who require an F-1 student visa to complete their graduate program.

The International Admissions Office will issue an I-20 form for students who require an F-1 student visa, meet all admission requirements, supply the necessary financial documentation, and are accepted to a degree program. An I-20 form will be required to apply for an F-1 student visa. For additional information, refer to the [International Admissions Office](#).

Note: *All international students taking on-campus classes must purchase health insurance that meets Boise State University's health insurance requirements.*

Administrative Handling of Admission Documents

The Graduate College coordinates graduate admission processes and can provide additional information and answer questions. All documents received by Boise State University in conjunction with an application for admission become the property of the university. These documents will be duplicated only for use in admission decisions and student advising at the university. Moreover, the original documents will neither be returned to the applicant nor forwarded to any individual unaffiliated with Boise State University or forwarded to any other agency, organization, college, or university.

Section 3: Graduate Academic Policies

The academic policies described in this section apply to all graduate degree and certificate programs and are approved by the Graduate Council and administered by the Graduate College. Under this general regulatory umbrella, each graduate program is locally administered by an academic unit assigned by the university. The academic unit may be a department, a

college, or a specially appointed unit consisting of graduate faculty members from multiple departments or colleges. *Although an academic unit may develop local regulations for a specific graduate program under its control, the local regulations must be consistent with these academic policies and are therefore subject to review and approval by the Graduate Council.* It is the responsibility of all graduate faculty members and graduate students to become thoroughly familiar with all policies that govern the graduate program in which they participate.

Language Requirement

English is the language of instruction at Boise State University. Graduate students must be proficient in English and may be required to demonstrate a prescribed level of ability in one or more other languages. If language ability beyond proficiency in English is required by a graduate program, the means of verification are defined by the program.

Simultaneous Enrollment

Simultaneous enrollment in more than one graduate degree program is prohibited by the Graduate College, except in those situations in which a signed, written agreement negotiated between the program and the Graduate College allows a student to earn a master's degree while pursuing a doctoral degree. *Because of the fundamental requirement that at least two-thirds (2/3) of the total credit requirement for a degree must be earned after admission to the degree program, doctoral students who are interested in acquiring a master's degree while working toward the doctoral degree should promptly apply to the master's degree program.*

Simultaneous enrollment in a graduate degree program and a graduate certificate program is permitted. *Because of the fundamental requirement that at least two-thirds (2/3) of the total credit requirement for a certificate must be earned after admission to the certificate program, graduate degree-seeking students who are interested in acquiring a graduate certificate as an intermediate step should promptly apply to the certificate program.*

Simultaneous enrollment in two graduate certificate programs is permitted. Simultaneous enrollment in more than two graduate certificate programs is prohibited by the Graduate College. Simultaneous enrollment in graduate degree and 2 or two graduate certificate programs is also prohibited by the Graduate College.

Graduate Student Advising

Thoughtful, comprehensive advising is critical to the success of every graduate student. In this context, the word "advising" is used broadly to encompass:

Academic planning. This includes helping students map out a plan for completing the degree or certificate requirements, adjusting the plan to accommodate changes that may

occur in the student's life, and helping students meet the administrative requirements of the program and the university.

Professional development. This includes helping students make conceptual connections among courses, improve their research skills, build their professional networks, conduct research that contributes to existing knowledge within the discipline, and when appropriate make a successful transition from graduate student to working professional.

This kind of comprehensive advising requires an ongoing partnership, lasting from admission to graduation, that is based on mutual respect and understanding and in which all parties work to create a learning experience that allows students to:

- Develop a plan for completing the degree or certificate within a reasonable time and adjust the plan when it is in the student's best interest
- Develop a level of expertise in a topic
- Improve their ability to use the methods and technology of their discipline
- Contribute as a member of a professional community of practice within their discipline
- Engage in continued learning after graduation

At Boise State University, graduate students work with an advisor, supervisory committee, and/or procedural advisor.

Advisor

Graduate students must be under the guidance of an advisor if they are not under the guidance of a supervisory committee. An advisor is a member of the graduate faculty and is appointed by the graduate program. It is permissible for the Graduate Program Coordinator to be appointed as the advisor for all students enrolled in the graduate program. It is also permissible for an advisor to guide a master's student (but not a doctoral student) through all graduate activities except for a culminating activity that requires a supervisory committee. Once appointed, the advisor is the primary source of program information and advice and works with the student on matters related to both academic planning and professional development.

An advisor is named by the graduate program at the time of admission. However, either the program or the student may subsequently request an advisor change to best match the student's academic interests or professional goals. Any advisor change should be the result of consultation among the student, current advisor, proposed advisor, Graduate Program Coordinator, and because of possible faculty workload considerations, the department chair. The program should inform the Graduate College of any advisor change by sending an email to gradcoll@boisestate.edu.

Supervisory Committee

A supervisory committee is required for any master's student or doctoral student engaged in thesis or dissertation activity. A supervisory committee is composed of members of the graduate faculty who are appointed by the Graduate College and charged with the guidance of a student admitted to a specific graduate degree program. The committee consists of a major advisor who serves as chair plus at least two (2) but no more than four (4) additional members who are chosen to provide a broad range of knowledge and expertise to the student. No student may remain in a graduate program that requires a thesis or dissertation without a major advisor named as part of the supervisory committee. The major advisor is the primary mentor for the student and must be a member of the graduate faculty with an endorsement to chair a supervisory committee. A majority of the committee members must hold appointments in the department(s) responsible for the program or the participating departments in the case of interdisciplinary programs. In all cases, the fundamental principle is that the committee, collectively, should be constituted to provide the best possible guidance throughout the student's career, including his or her thesis or dissertation work.

Graduate students should take an active role, working with their advisor, in identifying faculty members to serve on their supervisory committee. Once possible committee members are identified, the student completes an [Appointment of Supervisory Committee](#) form and submits it for signature by the specified committee chair and Graduate Program Coordinator. This form must include a recommended committee membership based on a reasonable match between student and faculty academic interests. The form is then submitted to the Graduate College for review. Once satisfied with the recommended committee, the Graduate Dean formally appoints the committee and sends email notifications to the Graduate Program Coordinator and the student (using the student's Boise State email address, according to [Boise State policy #2280](#)). The Appointment of Supervisory Committee form should be submitted as early as possible in the student's graduate career and no later than the time of submission of the Application for Admission to Candidacy (AAC) form.

A change in the membership of the supervisory committee can be made after initial appointment by submitting an updated Appointment of Supervisory Committee form. This should be done according to policies and procedures developed by the graduate program and only with the approval of the Graduate College.

Procedural Advisor

With prior approval of the Graduate College, a member of the graduate program who does not hold membership in the Graduate Faculty may be assigned to advise some or all of the students in the program on procedural issues, such as the submission of paperwork, course sequencing, and other matters related to academic planning. The actual position title assigned by the university to procedural advisors can vary from program to program.

Academic Performance

A fundamental requirement for satisfactory academic performance is that, with very limited exceptions, students with a cumulative GPA below 3.00 are ineligible for graduation from a graduate degree or certificate program. Refer to [Academic Performance at Graduation](#). Students with a cumulative GPA that drops below 3.00 at any time should consult with their advisory or Graduate Program Coordinator for advice and possible options.

Cumulative GPA Requirement

All students admitted to the Graduate College, including degree and certificate students and nondegree-seeking students, must meet the cumulative GPA requirements described in this section. A student admitted to the Graduate College must maintain a minimum cumulative GPA of 3.00, including transfer courses. If the cumulative GPA is below 3.00 at the end of an enrolled semester (including summer), the student is placed on probation. At the end of the next enrolled semester (including summer), the Graduate College reviews the student's progress and takes one of the following actions:

1. Remove the student from probation if the cumulative GPA is 3.00 or above.
2. Continue the student on probation if the cumulative GPA is below 3.00 and the semester GPA is 3.00 or above. Students may continue on probation for an unlimited number of semesters but will be ineligible for graduation if their cumulative GPA is below 3.00 at the end of their graduation semester. Students should consult their advisor or the Graduate Program Coordinator for advice and possible options. Refer to [Academic Performance at Graduation](#).
3. Dismiss the student from their graduate program and Boise State University if the cumulative GPA is below 3.00 and the semester GPA is below 3.00. Students who are dismissed are administratively withdrawn from their courses and cannot register for classes until they are either reinstated to the graduate program or readmitted to the Graduate College. Students who [request reinstatement](#) (following [Boise State policy #3090](#)) and are granted reinstatement to the program within 30 calendar days are not required to reapply to the Graduate College. A new online application and application fee is required after 30 days, or when a student's request for reinstatement is denied.

In each case, the Graduate College informs the graduate program and the student via email (using the student's Boise State email address, in accordance with Boise State policy #2280).

Academic Performance at Graduation

All students enrolled in a degree or certificate program must meet the following academic performance requirements at the end of their final (graduation) semester: (1) cumulative GPA requirement, (2) program GPA requirement, and (3) individual course requirements.

Cumulative GPA Requirement

At the end of the graduation semester a student's eligibility for graduation will be reviewed using the following guidelines:

- Students with a cumulative GPA of 3.00 or above will be eligible for graduation.
- Students with a cumulative GPA below 3.00 and who were not on probation at the start of the graduation semester will be ineligible for graduation and placed on probation until their cumulative GPA is 3.00 or above. Students should consult their advisor or the Graduate Program Coordinator for advice and possible options.
- Students with a cumulative GPA below 3.00 and who were on probation at the start of the graduation semester will be dismissed from the graduate program and Boise State University.

Students may appeal their dismissal only in the situation in which they meet both of the following conditions:

- They changed graduate programs after their initial admission to the Graduate College.
- Their semester GPA was 3.00 or above in all semesters (including summers) after their change of graduate programs.

In each case, the appeal will be carefully reviewed by the Graduate College and the timeliness of the appeal will be considered.

Program GPA Requirement

A student who is admitted to a graduate program is required to list on an Application for Admission to Candidacy form (for a degree program) or a Proposed Plan of Study for a Graduate Certificate form (for a certificate program) the specific courses to be applied to meet all of the credit requirements defined for the program. The program grade point average (program GPA) is the grade point average computed for this set of courses. If the program GPA is less than 3.00, the student is ineligible for the degree or certificate and should consult their advisor or the Graduate Program Coordinator for advice and possible options.

Individual Course Requirements

Students who are admitted to a graduate program cannot list a course on an Application for Admission to Candidacy form (for a degree program) or a Proposed Plan of Study for a Graduate Certificate form (for a certificate program) if the course is graded lower than C or P. An undergraduate course, G-designated course, or transfer course cannot be listed if it is graded lower than B. If the grade for a specific course that is required by the graduate program is too low to be listed on the Application for Admission to Candidacy form or the Proposed Plan of Study for a Graduate Certificate form, and if that grade cannot be improved under the [course repetition policy](#), the student is ineligible for the degree or certificate and will be dismissed

from the graduate program and Boise State University. In this case, students should consult their advisor or the Graduate Program Coordinator for advice and possible options.

Repetition of Graduate Courses

Repetition to Improve a Grade

A graduate student who has completed a graduate course for credit may attempt to repeat that course to improve the grade, but only once and only with the written approval of the Graduate Program

Coordinator using the [Request to Repeat a Graduate Course](#) form. Certain graduate courses cannot be repeated to improve a grade, including:

- 590 Practicum/Internship,
- 591 Project
- 592 Portfolio
- 593 Thesis
- 686 Master's Preliminary Examination
- 687 Doctoral Preliminary Examination
- 690 Master's Comprehensive Examination
- 691 Doctoral Comprehensive Examination
- 693 Dissertation

If a student's attempt to repeat a course results in a grade of W or CW, an additional attempt is not permitted unless the student can document extenuating circumstances that are clearly beyond the student's control.

A course that has been completed more than once in an attempt to improve a grade can be listed only once on an Application for Admission to Candidacy form (for a degree program) or a Proposed Plan of Study for a Graduate Certificate form (for a certificate program). The listed semester and grade must be for the most recent completion of the course for credit. All course registrations on record beyond published drop dates for each semester or session appear on the student transcript and GPA computations are carried out according to [Boise State University Policy# 2200](#). In order to conform to previous policies of the Graduate College on course repetition to improve a grade, a graduate student may not repeat a Boise State course to improve a grade of F if the course was initially completed prior to the start of the Fall 2003 semester.

Repetition for Credit

The university-wide graduate courses and some departmental courses (such as MUS 563 Major Instrument Pedagogy I and MUS 564 Major Instrument Pedagogy II) are associated either with specifically defined efforts by an individual student or with content characteristics that can change from semester to semester. These courses and others like them may be repeated for

credit and listed multiple times by a graduate student on his or her an Application for Admission to Candidacy form (for a degree program) or a Proposed Plan of Study for a Graduate Certificate form (for a certificate program) form subject to all approvals and limitations of the graduate program and the Graduate College.

Transfer Credits

Transfer credit is academic credit that is awarded to a student by another college or university and is approved for application to the requirements of a graduate certificate or degree at Boise State University. Transfer credit must satisfy the following restrictions:

1. Transfer credit must be graduate academic credit representing a grade of A or B awarded by a regionally accredited U.S. college or university or by a non-U.S. institution of higher education that is approved for transfer purposes by the International Admissions Office. Continuing education units (CEU) and other non-academic credits are ineligible as transfer credit.
2. Culminating activity courses, courses where the grade is based only on attendance, and courses representing experiential learning, regardless of the level (undergraduate or graduate), are ineligible as transfer credit.
3. Credit applied to meet the requirements of a previously earned degree of any type at another institution is ineligible for use as transfer credit. The only exception is that credit applied to a previously earned master's degree at another institution may be applicable as transfer credit to a doctoral degree.
4. Application of transfer credit must be approved by the graduate program.

The maximum transfer credit that can be applied to meet the requirements of a graduate certificate or degree is limited by the fundamental requirement that at least two-thirds (2/3) of the total credit requirement for a degree or certificate must be earned after admission to the program. A graduate program may impose a more restrictive transfer policy (fewer allowed transfer credits) for that program. In the case of a cooperative graduate program offered by Boise State University and the University of Idaho and/or Idaho State University, a more liberal transfer policy (more allowed transfer credits) is permissible, but only if the Graduate Council has approved a higher transfer credit limit for the program.

G-Courses and Dual-Listed Courses

A student enrolled in a G-course or a 500-level dual-listed course must complete all work required of students earning undergraduate credit (in the corresponding non-G-course or 400-level dual-listed course) plus substantial work at the graduate level. The Graduate College strictly limits the application of G courses to no more than one-third (1/3) of the total credit requirement for a degree or certificate. In addition, the Graduate College recommends that the applicable credit earned in G-courses and 500-level dual-listed courses together should not exceed one half (1/2) of the total credit requirement of a graduate certificate or degree. The

graduate program may further restrict the application of G-courses and 500-level dual-listed courses.

Application of Credit Already Applied to a Graduate Certificate

A [graduate certificate](#) is viewed by some programs as an intermediate accomplishment or stepping stone between a baccalaureate degree and a master's degree. The Graduate College therefore allows graduate credit (but not undergraduate credit) earned at Boise State University and previously applied to meet the requirements of a Boise State graduate certificate to also be applied to meet the requirements of a Boise State master's degree, but not a Boise State doctoral degree. This is known as dual application and is subject to the following stipulations:

1. The dual application of credit must be consistent with those policies of the master's program that may limit or preclude such application.
2. The dual application of credit must be approved by the student's advisor or by the chair of the supervisory committee.
3. All time constraints imposed by the Graduate College that govern the applicability of the credit must be met.

In-service Teacher Education or Professional Education Workshops

Credit earned for in-service teacher education or professional education workshop courses (for which a special low fee is charged by the university) cannot be applied to meet the credit requirements of a graduate degree or graduate certificate. This is based on [section V.R.3.a.Viii. of the Governing Policies and Procedures of the Idaho State Board of Education](#).

Course Challenge

Graduate students who believe that their background, education, and/or experience has given them sufficient knowledge in a subject area may "challenge" certain courses. This means that they may be able to receive credit for the course by passing a challenge exam. The graduate program offering the course determines whether a course is available for challenge and may develop screening procedures to determine whether a particular student is eligible to take a challenge exam. (Some programs may not offer any challenge exams.) To be eligible for a course challenge, students must have completed 12 credits at Boise State University. Students may not challenge a course to improve a previous grade earned in the course. The process for a course challenge (governed by [Boise State University policy #3040](#)) is:

1. Request and approval. This requires:
 - A written request from the student to the graduate program for permission to register for a challenge exam.

- A determination by the graduate program to grant the request. For interdisciplinary courses, this decision will be made by the coordinator of the graduate program to which the course applies.
 - A determination whether the challenge course will be graded (A-F) or P/F.
2. [Credit for Prior Learning](#) form (available via the Boise State University Registrar’s Office website). This requires:
 - Sections 1 and 2 of the form completed by the student.
 - A checkmark in the “challenge” box in section 2.
 - Signature of the course instructor.
 - Completion of section 3 by the graduate program.
 3. Payment. This requires:
 - Submitting the signed form to the Boise State University Payment and Disbursement Center.
 - Payment by the student of the required fee (\$50 for a challenge exam prepared by the department or \$20 for an externally prepared exam).
 - Completion by the Payment and Disbursement Center of section 4 of the form.
 - Returning the form to the department before taking the challenge exam.
 4. Exam and results. This requires:
 - Returning the form to the graduate program before taking the challenge exam.
 - Completing the challenge exam.
 - Completion of section 5 of the form by the graduate program and submission to Registrar’s Office.
 - Grades of P or A through C- will be recorded on the student’s transcript. Grades of D+ or lower will not be transcribed.

Graduate Credit for Undergraduate Students

An undergraduate student who is also a senior may request approval to enroll in a G-course or a 500-level course. The student must complete a [Permit for Seniors to Take Graduate Courses](#) form. The student may apply the course in one of three ways:

- As graduate credit (option I)
- As upper division undergraduate credit (option II)
- As credit for an accelerated master’s program (option III)

Graduate Credit (Option I)

Graduate credit earned under a Permit for Seniors to Take Graduate Courses does not imply that the student will be admitted to a graduate program at Boise State University. If the student completes courses for graduate credit while a senior and is later admitted to a graduate program, the program has the authority to decide which courses (if any) completed as a senior can be applied to the credit requirements of the program. *The program also has the authority to define a maximum number of applicable credits of this type for the program, but the*

maximum cannot exceed one-third (1/3) of the total credit requirement for the degree or certificate.

Upper-Division Undergraduate Credit (Option II)

The student may apply up to two (2) successfully completed 500-level courses to his or her upper-division credit requirement for a baccalaureate degree.

Accelerated Programs (Option III)

Students in an [accelerated master's degree](#) may apply a limited number of graduate level courses (as approved by the graduate program) to both their undergraduate and graduate degree.

Other Limitations

Undergraduate students may not enroll in 600-level courses. Courses offered as part of the Master of Business Administration (MBA) program are excluded from enrollment by all undergraduate students. Students admitted by the Graduate College to work on an accelerated master's degree are subject to course limitations imposed by the Graduate College and by the participating graduate program or programs.

Admission to Candidacy

Admission to candidacy is a critically important process required of all students enrolled in graduate degree programs. The candidacy process serves as the official review by the Graduate College of the student's plan of study. This official review allows the Graduate College to identify degree requirements and graduate regulations that may have been overlooked or misinterpreted. If left undetected and uncorrected for too long, these shortcomings can delay progress toward a graduate degree. The candidacy process also helps the Graduate College update the student's Academic Advisement Report (AAR) form, which is used for the final degree or certificate audit conducted by the Registrar prior to graduation, and enables the university to fulfill its obligations to accrediting organizations. Because of the importance of the candidacy process, a student who has not been admitted to candidacy cannot participate in a final oral examination or apply for graduation.

Candidacy Requirements for a Doctoral Student

A doctoral student may be admitted to candidacy if the student is in regular status, has passed the comprehensive examination, has satisfied any language proficiency requirements and the doctoral residency requirement, and has completed a set of courses sufficient to satisfy at least one half (1/2) of the total credit requirement with individual course grades of C or better and a program GPA of at least 3.00 (computed for the set of courses).

Candidacy Requirements for a Master's Student

A master's student may be admitted to candidacy if the student is in regular status and has completed a set of courses sufficient to satisfy at least one half (1/2) of the total credit requirement with individual course grades of C or better and a GPA of at least 3.00 (computed for the set of courses).

Application for Admission to Candidacy

A student who is enrolled in a graduate degree program applies for admission to candidacy by submitting to the Graduate College an Application for [Admission to Candidacy](#) (AAC) form. The AAC is the result of academic planning done by the student and his or her advisor and lists the courses proposed by the student to fulfill the total credit requirement for a degree as defined in a particular annual edition of the Boise State University Graduate Catalog. Once the student submits the form, it is reviewed by Graduate Program Coordinator or designee. If approved, it is reviewed by the Graduate College. If the AAC is approved by the Graduate College, email notifications are sent to the graduate program and the student (using the student's Boise State email address, according to [Boise State policy #2280](#)). If any deficiencies are found in the list of courses, the Graduate College notifies the student and the graduate program and helps find acceptable remedies. A change in an approved AAC form, such as in the case where a course is no longer available, can be requested by submitting a [Request for Adjustment of Academic Requirements](#) form.

Although the academic calendar specifies a submission deadline for the AAC form, the Graduate College recommends that students submit the form as soon as one half (1/2) of the total credit requirement for the degree is completed. If students wait until the deadline specified in the academic calendar and the Graduate College finds deficiencies, they may not be able to complete the necessary corrective actions before the anticipated graduation date. It is therefore in students' best interests to carefully prepare the AAC form and submit it to the Graduate College in a timely manner.

Proposed Plan of Study for a Graduate Certificate

A student who is enrolled in a graduate certificate program is required to submit to the Graduate College a [Proposed Plan of Study for a Graduate Certificate](#) (PPSGC) form. This form is the result of academic planning done by the student and his or her advisor and lists the courses proposed by the student to fulfill the total credit requirement for a certificate as defined in a particular annual edition of the graduate catalog. Once the student submits the form, it is reviewed by the Graduate Program Coordinator or designee. If approved, it is reviewed by the Graduate College. If the PPSGC is approved by the Graduate College, email notifications are sent to the graduate program and the student (using the student's Boise State email address, according to [Boise State policy #2280](#)).

Students should submit the PPSGC form to the Graduate College shortly after admission to the certificate program (for certificates that can be completed in one or two semesters) or in the semester in which they expect to meet at least one half (1/2) of the total credit requirement for the certificate (if they anticipate spending more than two semesters to complete the certificate). If any deficiencies are found in the list of courses on the PPSGC form, the Graduate College notifies the student and the graduate program and helps find acceptable remedies. The Graduate College cannot guarantee that these remedies will not delay progress toward the certificate. It is therefore in a student's best interest to submit the PPSGC form in a timely manner. Students are notified once the PPSGC form is approved by the Graduate College. A change in an approved PPSGC, such as in the case where a course is no longer available, can be requested by submitting a [Request for Adjustment of Academic Requirements](#) form.

Choice of Graduate Catalog

A student enrolled in a graduate degree or certificate program may choose to meet the requirements for that program as defined in any annual edition of the *Boise State University Graduate Catalog* in effect after the student is admitted to the program by the Graduate College. The program requirements so specified by the student will be used by the Graduate College to evaluate the Application for Admission to Candidacy (AAC) form (for a degree program) or the Proposed Plan of Study for a Graduate Certificate (PPSGC) form (for a certificate program), and by the Registrar's Office for the final degree or certificate audit.

Adjustment of Academic Requirements

The Boise State University Graduate Catalog chosen by a student determines the program requirements that must be met by the student. The specific courses that have been approved by the Graduate College as meeting those program requirements are known as the academic requirements for the student, and are listed on the approved an Application for Admission to Candidacy form (for a degree program) or a Proposed Plan of Study for a Graduate Certificate form (for a certificate program). A student may request a change in academic requirements only by submitting a [Request for Adjustment of Academic Requirements](#) form to the Graduate College for review and approval.

Thesis and Dissertation

Like all Boise State University researchers, graduate students engaged in thesis or dissertation research are expected to carry out their research in an ethical and responsible manner. This includes consideration for human subjects, animal subjects For additional information about thesis and dissertation research, refer to [responsible conduct of research](#).

A student must undergo a process involving three primary steps on the way to satisfying the thesis or dissertation requirement of a graduate degree program. These steps must be taken in

proper order, and each subsequent step cannot be undertaken until the student successfully completes the prior step.

1. Defense. The student defends the thesis or dissertation before a committee known as the defense committee (which always includes the supervisory committee). This event is formally referred to as the final oral examination.
2. Final reading approval. The student makes any modifications that may be required by the defense committee and submits the revised thesis or dissertation to the chair of the supervisory committee (or designee) for final reading approval.
3. Format review. The student electronically submits the thesis or dissertation and supporting documentation to the Graduate College for a format review by the Coordinator of Theses and Dissertations, and responds to any corrections that may be required by the Graduate College.

This format review is guided by a detailed requirements and procedures described in a manual called [Standards and Guidelines for Theses and Dissertations](#). A thesis or dissertation that does not conform to the standards and guidelines will be returned by the Graduate College to the student for corrections. The issues addressed in the standards and guidelines ensure that the thesis or dissertation is complete in terms of the components required by the Graduate College, that the final version meets technical publication standards (e.g., minimum margins for binding purposes), and that certain legal requirements involving copyright are given proper attention by the student.

An official format review cannot be initiated until the chair of the supervisory committee (or designee) has granted final reading approval of the thesis or dissertation. However, the Graduate College will provide preliminary advice on request. Students with questions about any aspect of the format review are encouraged to contact the [Thesis and Dissertation Office](#).

4. Final version. After the thesis or dissertation has passed the format review, the student submits the final version as an electronic file to the Graduate College for review by the Graduate Dean (or designee). This should be done before the deadline published in the academic calendar. The thesis or dissertation requirement of a graduate degree program is not considered satisfied until the final version has been approved by the Graduate Dean. When submitting the final version:
 - a. The student should include a page that contains the research protocol number and a statement that the protocol has been approved by the appropriate ORC committee – Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC). Refer to [responsible conduct of research](#).

- b. The student should submit an [Access Agreement for a Thesis or Dissertation](#) form. Because a thesis or dissertation is a significant contribution to a discipline, the Graduate College requires that all theses and dissertations be archived and made publicly accessible. This is done through [ScholarWorks](#), a digital university repository overseen by the Albertsons Library. The conditions for public access to a thesis or dissertation may vary depending on a variety of circumstances. These conditions are requested by the student and reviewed by the Graduate College in the access agreement. Approval by the Graduate College of an access agreement is a graduation requirement for all students who complete a thesis or dissertation as part of a graduate degree program.
- c. The student can order archival bound paper copies of the thesis or dissertation as required by the department and for personal use. The Graduate College provides an [electronic process for a student to order paper copies](#).

Name Used on a Thesis or Dissertation

The name used on a thesis or dissertation must match the author's name as it appears on official Boise State University records. Students may choose to omit a middle name or use an initial. But the name used must be consistent throughout the thesis or dissertation and the accompanying paperwork – Defense Committee Approval, Final Reading Approval, and Access Agreement.

Students who want to use a different name, such as a nickname, on their thesis or dissertation must first change their name in official Boise State University records by submitting a Student Information Update form to the Office of the Registrar.

Thesis and Dissertation Office

The Thesis and Dissertation Office is a valuable resource for graduate students and faculty and shares the goal of helping students produce a high quality thesis or dissertation. The student and supervisory committee are responsible for the content and overall quality of the research and the resulting thesis or dissertation. However, the Thesis and Dissertation Office provides the following resources that can be used from the beginning of the writing process to publication of the thesis or dissertation via ScholarWorks.

[Standards and Guidelines for Theses and Dissertations](#). This 114-page document includes chapters on:

- The thesis and dissertation process
- Thesis/dissertation elements, standards, and guidelines
- The Graduate College thesis/dissertations template for Microsoft Word
- ScholarWorks thesis and dissertation reference manual

The document also includes appendices with sample pages, common mistakes, and sample permission letters.

Thesis and Dissertation Boot Camp. This 4-day workshop is held every January, before classes begin for the spring semester. The workshop includes quiet space and time to write, a trained tutor available from 9:00 am to 1:00 pm each day, and short (15 to 30 minute) breakout presentations on topics such as the writing process, time management, formatting, and citations. The Boot Camp is open to all graduate students working on a thesis or dissertation. Information about the Boot Camp can be found on the Graduate College website at: <https://graduatecollege.boisestate.edu/thesisdissertation/workshops-and-clinics/>

Group workshops. Upon request, Thesis and Dissertation Office staff will conduct a workshop designed to meet the needs of any group of graduate students or faculty members working on a thesis or dissertation, from the proposal stage to the final version. Topics vary and can include formatting, citations, the thesis/dissertation process or anything else related to writing a thesis or dissertation.

Individual consultations with students and/or faculty. Upon request, Thesis and Dissertation Office staff will meet individually with graduate students or faculty members. This consultation is available to all graduate students and faculty members regardless of the writing project and can be set up by appointment or on a drop-in basis. Topics can vary, however, the focus is on helping students and faculty members communicate through writing by providing an outside perspective and by exploring diverse writing methods within and outside of their respective disciplines. Students in particular are encouraged to meet with Thesis and Dissertation Office staff early in their graduate careers to take advantage of this resource.

Report of Culminating Activity

The term culminating activity refers to a summary exercise that is carried out by a graduate student with a high degree of independence, is based on advanced study and accumulated graduate experience, is integrative in nature, and is typically the focus of the student near the end of his or her graduate career. The traditional culminating activities for master's students and doctoral students are the thesis and dissertation, respectively, but master's students in the United States now engage in many other forms of culminating activity such as a project, portfolio, capstone course, series of practicums, recital (performing arts), and comprehensive examination. Satisfactory completion of a culminating activity (or part of a culminating activity) is normally recorded by a grade in a graduate course set up specifically for that purpose (e.g., 592 Portfolio).

Graduation

Applying for Graduation

Students nearing completion of the requirements for a graduate degree or certificate program must apply for graduation and pay the required graduation fee. This initiates a final audit of the student's academic records by the Registrar's Office and reserves an official embossed diploma or certificate. To apply for graduation and pay the graduation fee, students log on to MyBoiseState.edu in the Student Center and choose the Apply for Graduation option from the drop down box under Academics. This process should be completed no later than the deadline published in the academic calendar for the semester or summer session in which the student intends to complete the degree or certificate requirements. The month of the expected date of graduation is May for students finishing in the spring semester, August for students finishing in the summer session, and December for students finishing in the fall semester. Students who miss their expected date of graduation twice are placed on inactive status by the Registrar's Office and are required to contact the Registrar's Office before attempting to establish a new graduation date.

Commencement

Candidates for graduate degrees are eligible to participate in commencement if cleared to do so by the Registrar's Office. Students completing a graduate certificate program are not eligible to participate in commencement unless they are also candidates for a graduate degree and have been cleared for participation by the Registrar's Office. Diplomas and certificates are mailed to recipients after satisfactory completion of a final degree audit of all program requirements by the Registrar's Office.

Program Time Lines

All time lines associated with graduate degree and certificate programs are published each semester or summer session in the Boise State University's [Academic Calendar](#). These time lines include application and fee payment deadlines, last day to add and drop courses, starting and ending dates for semesters and sessions, last days for filing program forms, final oral examinations, and the submission deadlines for theses and dissertations. It is the responsibility of the student to be familiar with these time lines.

Full time enrollment

For the purpose of verifying enrollment, a graduate student must be enrolled in at least nine (9) credits to be considered "full time." Students enrolled in fewer than nine (9) credits are considered to be enrolled proportionally less than full-time. This applies to each fall, spring, and summer semester or session.

An exception applies to international students when summer is the first semester in F1 or J1 status. For immigration purposes only a minimum of six (6) credits is required during the summer for international students to be considered full time. Three (3) of these six (6) credits must be in coursework other than independent study, thesis, or dissertation.

This does not change the requirement for students who have Graduate Assistantships to be registered in nine (9) credits during Fall and Spring, but can maintain their GA without summer registration.

In determining whether a student is enrolled full time, Boise State counts all credit hours on the student's registration form, including courses under audit status, courses being repeated, and credits for workshops. In short, nearly every combination of any type of credit hour counts toward the required credit total. Note also that developmental courses (such as ENGL 90 Developmental Writing or MATH 25 Elementary Algebra) count as three (3) credits each toward the full time credit total, even though no credit is earned for taking the course.

Information about full time tuition and fees for graduate students can be found on the [Student Financial Services](#) website.

Student Handbook

A graduate program may compile a handbook of procedures for a degree or certificate program. These are essential resources and students should visit the program website or contact the Graduate Program Coordinator to obtain a copy.

Section 4: Policies for Ph.D. and Ed.D. Programs

Description

Boise State University offers two doctoral degrees with an in-depth focus on academic research: Doctor of Philosophy (Ph.D.) and Doctor of Education (Ed.D.). Each requires demonstration of expertise in a major field of study, a working understanding of one or more related disciplines, independent research leading to a significant and original contribution to knowledge, and (in some cases) proficiency in one or more foreign languages. Recipients of the Ph.D. and Ed.D. degree generally engage in careers of active scholarship in a wide variety of employment settings.

Boise State University also offers a Doctor of Nursing Practice (DNP) degree. This is the highest degree for practice-focused nurses providing direct or indirect care to patients, families, organizations or populations; engaged as faculty in nursing programs; leading health related organizations; developing and implementing health policy; and translating research into evidence-based practice. Information about the DNP degree can be found on the School of Nursing website at <https://hs.boisestate.edu/dnp/>

This section describes policies that apply to Ph.D. and Ed.D. degree programs.

Degree Requirements

Supervisory Committee

A student admitted to a Ph.D. or Ed.D. program must be under the guidance of a supervisory committee. Refer to [Graduate Student Advising](#).

Credit Requirements

The program of study leading to a Ph.D. or Ed.D. degree must satisfy the following minimum credit requirements:

- 66 total credits, at least half of which must be earned in courses exclusive of dissertation.
- All credit applied to meet the credit requirements must be graduate academic credit except that a limited number of credits earned in undergraduate courses outside the major field of study are allowed.
- At least two thirds (2/3) of the total credit requirement must be earned at Boise State after admission to the program and must be approved for application by the supervisory committee.

Residency

Each Ph.D. and Ed.D. student must spend at least one academic year in full-time, on-campus graduate study at Boise State University. Every Ph.D. and Ed.D. student must fulfill this residency requirement or fulfill a substitute requirement or plan that is developed by the program and approved by the Graduate Council.

Comprehensive Examination

Each Ph.D. and Ed.D. student must pass a comprehensive examination that assesses:

- depth and breadth of knowledge in the major field of study and in one or more related disciplines.
- readiness to undertake dissertation research.

Language Proficiency

Each Ph.D. and Ed.D. student must be proficient in English and may be required to demonstrate a prescribed level of ability in one or more other languages. If language ability beyond proficiency in English is required, the means of verification are defined by the program.

Dissertation

Each Ph.D. and Ed.D. student must prepare a dissertation written in clear and effective English that embodies the results of his or her original scholarly research.

Final Oral Examination

Each Ph.D. and Ed.D. student must pass a final oral examination that rigorously and deeply probes the ability of the candidate to describe and defend all aspects of the dissertation research in both a public setting and in a private conference the defense committee.

Duration of Graduate Study

The minimum duration of study for the Ph.D. and Ed.D. degree is three (3) academic years beyond the baccalaureate degree. All requirements for a Ph.D. or Ed.D. degree (including transfer courses) must be started and completed within a single continuous interval of no more than ten (10) years. This single continuous interval includes summers and any semesters in which the student is not enrolled. In addition, it must encompass all courses applied to the degree, including transfer courses.

Restrictions on Certain Courses

All Ph.D and Ed.D. programs must be consistent with the following restrictions. A particular Ph.D. or Ed.D. program may impose more stringent restrictions for that program.

Aggregate Restriction

No more than one third (1/3) of the total credit requirement exclusive of culminating activity credit (693 Dissertation) can be met by the aggregate of credits earned in undergraduate courses, pass-fail courses, and university-wide courses numbered 590, 594-596, 598, and 696 (or equivalent courses that may appear as transfer credits). An exception to this restriction may be considered when the courses are outside the major field of study, are taken to expand interdisciplinary or transdisciplinary educational experiences, and are approved by the graduate program and the Graduate College by an academic adjustment.

Undergraduate courses

An undergraduate course may be applied to meet the credit requirements of a Ph.D. or Ed.D. degree subject to the following restrictions:

1. The course must be an upper-division course and must be in a discipline outside the major field of study of the program.
2. A grade of B or better must be earned in the course.

3. The course cannot represent effort for an undergraduate thesis, internship, practicum, independent study or research, conference or workshop, experiential learning, study abroad, seminar, or colloquium.

Previously Applied Courses

In general, any course applied to a previously earned degree or certificate of any type at any institution cannot be applied to meet the credit requirements of a Ph.D. or Ed.D. degree. The only exception is a course applied to a master's degree previously earned at a regionally accredited U.S. institution or non-U.S. institution approved by the Graduate College and the Registrar. Each course allowed under this exception is subject to the following additional restrictions:

1. A grade of B or better must have been earned in the course.
2. The course cannot represent effort for a graduate culminating activity or for experiential learning.

Courses allowed under this exception are limited by the fundamental requirement that at least two-thirds (2/3) of the total credit requirement for the degree must be earned after admission to the program. An exception to this requirement is that students who have completed an Ed.S. degree at Boise State and enroll in a related Ed.D. degree may apply all of the credits previously applied to the Ed.S. degree to the Ed.D. degree. This is known as dual application and is subject to the following stipulations:

1. The dual application of credit must be consistent with those policies of the Ed.D. program that may limit or preclude such dual application.
2. The dual application of credit must be approved by the student's advisor or by the chair of the supervisory committee.
3. All time constraints imposed by the Graduate College that govern the applicability of the credit must be met.

Comprehensive Examination

Considerable autonomy is granted to the program in the design, administration, and evaluation of the comprehensive examination for a Ph.D. or Ed.D. student. However, the student must be in regular status and registered for at least one credit of 691 Doctoral Comprehensive Examination during the semester or term of the first attempt at the comprehensive examination, and the examination must be administered in time to process and submit the grade when grade reports are due in the Office of the Registrar. If the student passes the comprehensive examination, a grade of pass (P) is submitted for the 691 credit(s). If the student fails the comprehensive examination, then the program follows the procedure described in [Failure of the Comprehensive Examination](#).

Failure of the Comprehensive Examination

Failure of the comprehensive examination (any attempt by a Ph.D. or Ed.D. student) is documented by submission of a [Report of Failure of a Comprehensive Examination](#) form to the Graduate College and by submitting the appropriate grade for 691 Doctoral Comprehensive Examination. A comprehensive examination that is failed on the first attempt can be repeated once, but only if a second attempt is requested by the student and approved by the program. The request by the student for a second attempt must be in writing to the Graduate Program Coordinator and must be made within five (5) working days after the student is notified of his or her failure. If a second attempt is not requested by the student, or if a request is made by the student but not approved by the program, then a grade of F is assigned to the 691 credit(s) and the student is dismissed from the program and Boise State University by the Graduate College. If the student's request is approved by the program, then the second attempt must occur within twelve (12) months after the first attempt, and an incomplete grade (I) is assigned to the 691 credit(s) until the result of the second attempt is known. If the student does not make a second attempt within twelve (12) months after the first attempt, or if the student fails the second attempt, then a grade of F is assigned to the 691 credit(s) and the student is dismissed from the program and Boise State University by the Graduate College. Any extension of the twelve-month limit on the second attempt must be approved by the program and by the Graduate Dean.

Dissertation

Original research carried out by a student at the doctoral level is documented by a dissertation. A dissertation is characterized by a clearly stated proposition or hypothesis that is investigated using analysis and synthesis of data or other scholarly evidence. The dissertation must demonstrate mastery of the relevant literature and the ability of the student to independently and successfully address a substantial intellectual problem with concepts and methods that are accepted in the major field of study.

Dissertation Proposal

A dissertation proposal must be approved in advance of the dissertation research by the supervisory committee. The dissertation proposal presents the background, objectives, scope, methods and time lines of the dissertation research. Substantive work done by the student prior to the appointment of the supervisory committee or work represented by credit other than 689 Dissertation Proposal or 693 Dissertation (such as 596 Independent Study and 696 Directed Research) is not acceptable for the dissertation under any conditions.

Registration for Dissertation Credit

A Ph.D. or Ed.D. student must register for at least one (1) credit of 693 Dissertation in any semester or session in which the student is engaged in dissertation activity, including the

semester or session of the final oral examination, regardless of the number of 693 Dissertation credits already accumulated by the student. The student cannot undertake the final oral examination unless enough 693 Dissertation credit has been accumulated to meet the degree requirement for such credit. The student is not required to register for 693 Dissertation credit in the semester or session subsequent to the semester or session in which the Graduate College receives the format review copy of the dissertation and the Final Reading Approval pages signed by the chair of the supervisory committee (or designee). The student must submit the format review copy and the signed Final Reading Approval pages to the Graduate College no later than the last day of the final exam week of the semester or session. Failure to meet this deadline will require the student to register for at least one credit of 693 Dissertation in the subsequent semester or session.

Dissertation Grading

All 693 Dissertation credits are graded in-progress (IP) until a final grade of either pass (P) or fail (F) is assigned by the academic unit responsible for the program. A grade of pass (P) is assigned to all 693 credits if the final oral examination is passed, and a grade of fail (F) is assigned to all 693 credits if the student fails the final oral examination.

Final Dissertation Approvals and Procedures

A grade of pass (P) in all 693 credits is not sufficient to satisfy the dissertation requirement for a Ph.D. or Ed.D. degree and does not clear a student for graduation. A dissertation that has been successfully defended by the student at the final oral examination must also:

1. be granted final reading approval by the major advisor (chair of the supervisory committee)
2. include an [Access Agreement for a Thesis or Dissertation](#) form describing conditions for archiving and publishing the dissertation through [ScholarWorks](#).
3. include a page that contains the research protocol number and a statement that the protocol has been approved by the appropriate Office of Research Compliance (ORC) committee – Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC). Refer to [Responsible conduct of research](#).
4. pass the format review of the Graduate College
5. be approved by the Graduate Dean

Final Oral Examination

The final oral examination for a Ph.D. or Ed.D. student (also called a defense) must consist of three sequential parts in which the student presents and defends the dissertation research:

1. A public presentation
2. A public question and answer session

3. A private question and answer session with the defense committee.

The final oral examination should occur no later than the date specified in the academic calendar. This date is set to allow time for final revision and processing of the dissertation so that a student who passes the final oral examination has a reasonable chance for graduation in the same semester or session. Announcement of the public presentation to the university community is required and should precede the presentation by at least two (2) weeks. The defense committee must include the entire supervisory committee plus a nonvoting Graduate Faculty Representative (GFR) who is appointed by the Graduate Dean. The GFR must be a member of the graduate faculty and a member of a graduate program not represented on the supervisory committee. The GFR conducts all three parts of the final oral examination according to procedures established by the Graduate College. At the request of the Ph.D. or Ed.D. program, the Graduate Dean may appoint an additional voting member to the defense committee known as the external examiner. The external examiner may be from the university or from outside the university but cannot be a member of the graduate program responsible for Ph.D. or Ed.D. degree. The result of a final oral examination for a Ph.D. or Ed.D. student can only be reported as pass or fail. The determination of pass or fail is by a vote of the voting members of the defense committee with a simple majority determining the outcome unless the graduate program requires a unanimous vote for pass. If a tie vote occurs, then the student is considered to have failed the final oral examination. A result of pass is immediately documented by the signatures of the voting members of the defense committee on the Defense Committee Approval form that is to be bound with the paper copies of the thesis. A result of fail is immediately documented on a [Report of Failure of a Final Oral Examination](#) form that is submitted to the Graduate College by the GFR.

Failure of the Final Oral Examination

Failure of a final oral examination (any attempt by a Ph.D. or Ed.D. student) is documented by submission of a Report of Failure of a Final Oral Examination form to the Graduate College and by submitting the appropriate grade for 693 Dissertation. A final oral examination that is failed on the first attempt can be repeated once, *but only if a second attempt is requested by the student and approved by the graduate program*. The request by the student for a second attempt must be in writing to the Graduate Program Coordinator and must be made within five (5) working days after the student is notified of his or her failure. If a second attempt is not requested by the student, or if a request is made by the student but not approved by the program, then a grade of F is assigned to all 693 credits and the student is dismissed from the program and Boise State University by the Graduate College. If the student's request is approved by the graduate program, then the second attempt must occur within twelve (12) months after the first attempt, and IP grades are maintained for all 693 credits until the result of the second attempt is known. If the student does not make a second attempt within twelve (12) months after the first attempt, or if the student fails the second attempt, then a grade of F is assigned to all 693 credits and the student is dismissed from the program and Boise State

University by the Graduate College. Any extension of the twelve-month limit on the repeat attempt must be approved by the graduate program and by the Graduate Dean.

Section 5: Policies for Education Specialist Programs

Description

The Education Specialist (Ed.S.), is an advanced degree specifically designed for individuals who wish to develop advanced knowledge and theory beyond the master's degree, but may not wish to pursue a doctoral degree. At Boise State University, admission requirements include a master's degree from a regionally accredited U.S. institution of higher education or from a non-U.S. institution of higher education that is judged equivalent to a U.S. master's degree by the International Admissions Office, along with other Graduate College and program-specific requirements.

Degree Requirements

The curriculum of an Ed.S. program is a set of academic courses identified by the university as suitable for properly qualified students. The curriculum may include both specific courses and a selection of elective courses.

Credit Requirements

At least two thirds (2/3) of the total credit requirement must be earned at Boise State after admission to the graduate program. All credit must be approved for application by the graduate program. All credit applied to meet the total credit requirement for an Ed.S. degree must be graduate academic credit except that a limited number of credits earned in undergraduate courses outside the major are allowed.

Culminating Activity

A culminating activity may not be required for an Ed.S. program but is not precluded from being a requirement. If a culminating activity is required, it must be represented in the total credit requirements using an appropriate course.

Duration of Graduate Study

All requirements for an Ed.S. (including transfer courses) must be started and completed within a single continuous interval of no more than seven (7) years, although a graduate program may require a shorter interval of study for specific types of course. This single continuous interval

includes summers and any semesters in which the student is not enrolled. In addition, it must encompass all courses applied to the degree, including transfer courses. For the Ed.S. in the Educational Technology program, any transfer credits must have been taken with five (5) calendar years of the time of admission to the program, as well as meet other Graduate College requirements.

Restrictions on Certain Courses

All Ed.S. programs must be consistent with the following restrictions. A particular Ed.S. program may impose more stringent restrictions for that program.

Aggregate Restriction

No more than one third (1/3) of the total credit requirements (exclusive of any culminating activity that may be required) can be met by the aggregate of credits earned in undergraduate courses, pass-fail courses, and university-wide courses numbered 590, 594-596, 598, and 696 (or equivalent courses that may appear as transfer credits). An exception to this restriction may be considered when the courses are outside the major field of study, are taken to expand interdisciplinary or transdisciplinary experiences, and are approved by the graduate program and the Graduate College by an academic adjustment.

Undergraduate Courses

An undergraduate course may be applied to meet the credit requirements of an Ed.S. degree subject to the following restrictions:

1. The course must be an upper-division course and must be in a discipline outside the major field of study of the Ed.S. program.
2. A grade of B or better must be earned in the course.
3. The course cannot represent effort for an undergraduate thesis, internship, practicum, independent study or research, conference or workshop, experiential learning, study abroad, seminar, or colloquium.

Previously Applied Courses

In general, any course applied to a previously earned degree or certificate of any type at any institution cannot be applied to meet the credit requirements of an Ed.S. program. An exception that applies to a specific graduate program may be approved by the Graduate Council.

Section 6: Policies for Master's Programs

Description

Although programs leading to a master's degree are very diverse, they generally fall into two categories depending on overall emphasis and the nature of the culminating activity.

- Scholarly programs emphasize research or creative activities and require a thesis that is defended formally in a public setting and made publicly accessible through the university archive.
- Professional programs emphasize the application of advanced knowledge and skills and require a project, capstone course, series of practicums, recital, or comprehensive examination.

Both scholarly and professional master's programs involve substantial study beyond the baccalaureate degree, impart the methodology of discovery or creation in a given discipline, and prepare students to contribute at an advanced level to the workplace and to the community.

Degree Requirements

Advisor or Supervisory Committee

A student admitted to a master's program must be under the guidance of either a supervisory committee or an advisor appointed soon after admission. Refer to [Graduate Student Advising](#).

Credit Requirements

The program of study leading to a master's degree must include at least 30 total credits. All credit applied to meet the total credit requirement must be graduate academic credit except that a limited number of credits earned in undergraduate courses outside the major are allowed. At least two thirds (2/3) of the total credit requirement must be earned at Boise State University after admission to the master's program. All credit must be approved for application by the chair of the supervisory committee or the advisor.

Language Proficiency

A master's student must be proficient in English and may be required to demonstrate a prescribed level of ability in one or more other languages. If language ability beyond proficiency in English is required, the means of verification are defined by the graduate program.

Culminating Activity

The program of study leading to a master's degree must include at least one culminating activity that may be a thesis, project, portfolio, capstone course, series of practicums, performance recital or lecture recital, or comprehensive examination. *The culminating activity or activities should be represented in the program by nonzero credit but cannot exceed one third (1/3) of the total credit requirement.* Exceptions to the culminating activity requirement can be made by a master's program and must be approved by the Graduate Council.

Final Oral Examination

A student enrolled in a master's program with a thesis requirement must pass a final oral examination that probes his or her ability to describe and defend all aspects of the thesis in both a public setting and a private conference with a supervisory committee.

Duration of Graduate Study

The minimum duration of study for the master's degree is one (1) academic year after admission to the program. All requirements for a master's degree (including transfer courses) must be started and completed within a single continuous interval of no more than seven (7) years. This single continuous interval includes summers and any semesters in which the student is not enrolled. In addition, it must encompass all courses applied to the degree, including transfer courses.

Restrictions on Certain Courses

All master's programs must be consistent with the following restrictions. A particular master's program may impose more stringent restrictions for that program.

Aggregate Restriction

No more than one third (1/3) of the total credit requirement exclusive of culminating activity credit can be met by the aggregate of credits earned in undergraduate courses, pass-fail courses, and university-wide courses numbered 590, 594-596, 598, and 696 (or equivalent courses that may appear as transfer credits). An exception to this restriction may be considered when the courses are outside the major field of study, are taken to expand interdisciplinary or transdisciplinary educational experiences, and are approved by the graduate program and the Graduate College by an academic adjustment.

Undergraduate Courses

An undergraduate course may be applied to meet the credit requirements of a master's degree subject to the following restrictions:

1. The course must be an upper-division course and must be in a discipline outside the major field of study of the master's program.

2. A grade of B or better must be earned in the course.
3. The course cannot represent effort for an undergraduate thesis, internship, practicum, independent study or research, conference or workshop, experiential learning, study abroad, seminar, or colloquium.

Previously Applied Courses

In general, any course applied to a previously earned degree of any type at any institution cannot be applied to meet the credit requirements of a master's program. The only exception is a course that qualifies for application under regulations for a [second master's degree](#) at Boise State University or an [accelerated master's degree](#). Each course allowed under this exception is subject to the following additional restrictions:

1. A grade of B or better must have been earned in the course.
2. The course cannot represent effort for a graduate culminating activity or for experiential learning.

Courses allowed under this exception are limited by any stipulations that apply to the requirements for second master's degrees and accelerated master's degrees. *Courses allowed under this exception are also limited by the fundamental requirement that at least two thirds (2/3) of the total credit requirement for the master's degree must be earned at Boise State University after admission to the graduate program.*

Thesis

A thesis documents original research or creative activity carried out by a student enrolled in a master's program. A research thesis is characterized by a clearly stated proposition or hypothesis that is investigated using analysis and synthesis of data or other scholarly evidence. The thesis must include a discussion of the relevant literature and demonstrate the ability of the student to independently and successfully address a significant intellectual problem with concepts and methods that are accepted in the major field of study. A creative thesis includes works of fiction, poetry, and creative nonfiction and is associated with the Master of Fine Arts (MFA) in Creative Writing program.

Thesis Proposal

A thesis proposal must be approved in advance by the supervisory committee. The thesis proposal presents the background, objectives, scope, methods, and time lines of the thesis research. Substantive work done by the student prior to the appointment of the supervisory committee or work represented by credit other than 593 Thesis (such as 596 Independent Study and 696 Directed Research) is not acceptable for the thesis under any conditions.

Registration for Thesis Credit

A master's student must register for at least one (1) credit of 593 Thesis in any semester or session in which the student is engaged in thesis activity, including the semester or session of the final oral examination, regardless of the number of 593 Thesis credits already accumulated by the student. The student cannot undertake the final oral examination unless enough 593 Thesis credit has been accumulated to meet the degree requirement for such credit. The student is not required to register for 593 Thesis credit in the semester or session subsequent to the semester or session in which the Graduate College receives the format review copy of the thesis and the Final Reading Approval pages signed by the chair of the supervisory committee (or designee). The student must submit the format review copy and the signed Final Reading Approval pages to the Graduate College no later than the last day of the final exam week of the semester or session. Failure to meet this deadline will require the student to register for at least one credit of 593 Thesis in the subsequent semester or session.

Thesis Grading

All 593 Thesis credits are graded in-progress (IP) until a final grade of either pass (P) or fail (F) is assigned by the master's program. A grade of pass (P) is assigned to all 593 credits if the final oral examination is passed, and a grade of fail (F) is assigned to all 593 credits if the student fails the final oral examination.

Final Thesis Approvals and Procedures

A grade of pass (P) in all 593 credits is not sufficient to satisfy the thesis requirement for a master's degree and does not clear a student for graduation. A thesis that has been successfully defended by the student at the final oral examination must also:

1. be granted final reading approval by the major advisor (chair of the supervisory committee)
2. include an [Access Agreement for a Thesis or Dissertation](#) form describing conditions for archiving and publishing the dissertation through [ScholarWorks](#).
3. Include a page that contains the research protocol number and a statement that the protocol has been approved by the appropriate Office of Research Compliance (ORC) committee – Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC). Refer to [Responsible conduct of research](#).
4. pass the format review of the Graduate College
5. be approved by the Graduate Dean

Project

A project is a substantial exercise that demonstrates the ability of a master's student to independently and successfully carry out a professional activity similar to what may be encountered in the workplace. Although a final oral examination for a project is not required by

the Graduate College, the master's program may define procedures for such an examination and require it for all students in the program. The Graduate College does not archive projects and does not require that graduate programs archive projects. However, it is permissible for a program to adopt local regulations and implement procedures for archiving some or all projects produced in a particular graduate program. This flexibility acknowledges the great diversity of projects across disciplines and the differing views on their archival value.

Registration for Project Credit

A master's student who is engaged in project activity during any semester or term, including the semester or term in which the project in final form is assigned a grade, must register for at least one (1) credit of 591 Project, regardless of the number of 591 Project credits already accumulated by the student.

Project Grading

All 591 Project credits are graded in-progress (IP) until a final grade of either pass (P) or fail (F) is assigned by the academic unit responsible for the program. The same grade (P or F) is assigned to all 591 credits registered by the student during his or her career in the master's program.

Portfolio

A portfolio is a substantial collection of selected work that demonstrates the student's efforts, progress, and accomplishments in one or more areas of the curriculum. The portfolio is a culminating activity, although students should begin the process early by discussing with faculty how to plan and organize their portfolio. This is followed by the collection of examples of work throughout their academic careers that demonstrate, for example, knowledge of a subject, mastery of a learning process, publishable scholarship or completion of special projects, themes, and/or creative activity. A portfolio must contain the student's thoughts about the learning process, demonstrate the grasp of key information and/or exhibit the development of crucial skills. These reflections can take the form of learning logs, reflective journals, and other forms, as appropriate. The credit(s) awarded should reflect the work required to assemble the portfolio.

Registration for Portfolio Credit

The number of required 592 Portfolio credits is determined by the master's program. The student registers for the number of required 592 Portfolio credits during the semester when the portfolio is expected to undergo final evaluation and be assigned a grade.

Portfolio Grading

All 592 Portfolio credits are graded either pass (P) or fail (F). However, if the final evaluation of a portfolio is delayed, then at the discretion of the academic unit responsible for the program, all 592 Portfolio credits may be assigned a grade of in progress (IP). A grade of in-progress (IP) is converted to either pass (P) or fail (F) after the portfolio has undergone final evaluation.

Capstone Course

A capstone course is a graduate course that serves as a final comprehensive assessment of the knowledge and skills of a master's student in the major field of study. As a culminating activity, a capstone course is taken in the last semester of a master's program and may be a grade-point course or pass-fail course. A capstone course may be designated with a program-specific graduate course number or the university-wide graduate course 692 Capstone Course.

A student who receives a grade of F in a capstone course may not graduate in that semester or term, regardless of whether the student is otherwise qualified to do so. A failed capstone course may be repeated (refer to [repetition of courses](#)). If repeating a capstone course, a student must enroll for the number of credits required by the course.

Series of Practicums

A practicum is a supervised practical application of previously studied theory that takes place in a professional, clinical, or field setting. The culminating activity for a master's program may be a series of practicums completed primarily during the later phases of the program. A practicum may be designated with a program-specific graduate course number or may use university-wide graduate course 590 Practicum/Internship.

Performance Recital or Lecture Recital

A performance recital or lecture recital coupled with one or more examinations may be used as a culminating activity for a master's program in the performing arts. A performance recital or lecture recital is designated with a program-specific graduate course number and must be a pass-fail course.

Comprehensive Examination

A comprehensive examination assesses depth and breadth of knowledge. When used as the culminating activity or as part of the culminating activity for a master's program, a comprehensive examination cannot be attempted until the student has completed all core courses required by the program and has been admitted to candidacy. The program may impose additional conditions to be met by the student prior to the examination, such as completion of all courses required for the degree.

Considerable autonomy is granted to the graduate program in the design, administration, and evaluation of a master's comprehensive examination. However, the student must be registered for at least one (1) credit of 690 Master's Comprehensive Examination during the semester or term of the first attempt at the comprehensive examination, and the examination must be administered in time to process and submit the grade when grade reports are due in the Office of the Registrar. If the student passes the comprehensive examination, a grade of pass (P) is submitted for the 690 credit(s). If the student fails the comprehensive examination, then the program follows the procedure described for failure of a comprehensive examination.

Failure of a Comprehensive Examination

Failure of a comprehensive examination (any attempt by a master's student) is documented by submission of a Report of Failure of a Comprehensive Examination form to the Graduate College and by submitting the appropriate grade for 690 Master's Comprehensive Examination. A comprehensive examination that is failed on the first attempt can be repeated once, but only if a second attempt is requested by the student and approved by the master's program. The request by the student for a second attempt must be in writing to the Graduate Program Coordinator and must be made within five (5) working days after the student is notified of his or her failure. If a second attempt is not requested by the student, or if a request is made by the student but not approved by the graduate program, then a grade of fail (F) is assigned to the 690 credit(s) and the student is dismissed from the program and Boise State University by the Graduate College. If the student's request is approved by the program, then the second attempt must occur within twelve (12) months after the first attempt, and an incomplete grade (I) is assigned to the 690 credit(s) until the result of the second attempt is known. If the student does not make the second attempt within twelve (12) months after the first attempt, or if the student fails the second attempt, then a grade of fail (F) is assigned to the 690 credit(s) and the student is dismissed from the program and Boise State University by the Graduate College. Any extension of the twelve-month limit on the second attempt must be approved by the graduate program and by the Graduate Dean.

Final Oral Examination

The Graduate College requires a final oral examination (also called a defense) for a master's student only if the student is completing a thesis as a culminating activity. The examination must consist of three sequential parts in which the student presents and defends the thesis research:

1. A public presentation
2. A public question and answer session
3. A private question and answer session with the defense committee

The final oral examination should occur no later than the date specified in the academic calendar. This date is set to allow time for final revision and processing of the thesis so that a student who passes the final oral examination has a reasonable chance for graduation in the

same semester or session. Announcement of the public presentation to the university community is required and should precede the presentation by at least two (2) weeks.

The defense committee for a master's student is identical to the student's supervisory committee, and the chair of the supervisory committee is responsible for conducting all three parts of the final oral examination according to procedures established by the Graduate College. However, at the request of the student or academic unit, a graduate faculty representative (GFR) may be appointed as a nonvoting member to the defense committee by the Graduate Dean. The GFR must be a member of the Graduate Faculty and a member of an academic unit not represented on the supervisory committee. The GFR conducts all three parts of the final oral examination according to procedures established by the Graduate College.

The result of a final oral examination for a master's student can only be reported as pass or fail. The determination of pass or fail is by a vote of the voting members of the defense committee with a simple majority determining the outcome unless the graduate program requires a unanimous vote for pass. If a tie vote occurs, then the student is considered to have failed the final oral examination. A result of pass is immediately documented by the signatures of the voting members of the defense committee on the [Defense Committee Approval](#) form that is to be bound with the paper copies of the thesis. A result of fail is immediately documented on a [Report of Failure of a Final Oral Examination](#) form that is submitted to the Graduate College by either the chair of the supervisory committee or the GFR.

Failure of a Final Oral Examination

Failure of a final oral examination (any attempt by a master's student) is documented by submission of a [Report of Failure of a Final Oral Examination](#) form to the Graduate College and by submitting the appropriate grade for 690 Masters Comprehensive Examination. A final oral examination that is failed on the first attempt can be repeated once, but only if a second attempt is requested by the student and approved by the graduate program. The request by the student for a second attempt must be in writing to the Graduate Program Coordinator and must be made within five (5) working days after the student is notified of his or her failure. If a second attempt is not requested by the student, or if a request is made by the student but not approved by the graduate program, then a grade of (F) is assigned to all 593 credits and the student is dismissed from the program and Boise State University by the Graduate College. If the student's request is approved by the academic unit, then the second attempt must occur within twelve (12) months after the first attempt, and IP grades are maintained for all 593 credits until the result of the second attempt is known. If the student does not make the second attempt within twelve (12) months after the first attempt, or if the student fails the second attempt, then a grade of (F) is assigned to all 593 credits and the student is dismissed from the program and Boise State University by the Graduate College. Any extension of the twelve-month limit on the repeat attempt must be approved by the graduate program and by the Graduate Dean.

Second Master's Degree

Students who have earned a master's degree from Boise State University may earn a second master's degree in another discipline under the following guidelines:

1. The student must meet all requirements prescribed for the second degree.
2. Requirements for the second degree that have already been met as part of the first master's degree may be counted toward the second degree with the following stipulations:
 - The supervisory committee and Graduate Dean approve.
 - Credit for culminating activities is automatically excluded from application to both degrees.
 - At least two thirds (2/3) of the credit applied to the second degree must represent new course work; that is, courses not already applied to the first degree.
3. All requirements for the second degree (including transfer courses must be started and completed within a single continuous interval of no more than seven (7) years.
4. A student cannot be admitted to a second master's degree program until all requirements for the first master's degree have been completed.

Accelerated Master's Degree

An academic unit responsible for a specific existing undergraduate degree program and specific existing master's degree program may develop a process that allows certain students in the undergraduate degree program to pursue the master's degree on an accelerated schedule. These students register for a limited number of graduate courses in the last two (2) semesters of their undergraduate program with the understanding that graduate credits earned in these courses can be used to satisfy both bachelor's and master's degree requirements. The remaining requirements for the master's degree are satisfied by the student in the semesters subsequent to the award of the bachelor's degree. All requirements for both the bachelor's degree and master's degree must be met. In addition, the early start on the master's degree requirements must not delay receipt of the bachelor's degree beyond a nominal four-year schedule for that discipline. Students who work toward an accelerated master's degree are subject to all academic performance requirements of the Graduate College, including cumulative GPA, program GPA, and individual course grade requirements.

Because it is critically important to maintain the high intellectual quality of a graduate program, the program is required to carefully consider the overall readiness of an undergraduate student when recommending that the student be allowed to pursue a master's degree on an accelerated schedule. The process developed by the program for judging the overall readiness of a student must require that the student meet at least two GPA measures computed after the student completes 75 undergraduate credits toward the bachelor's degree:

1. An overall GPA of at least 3.0

2. A GPA of at least 3.3 computed for undergraduate courses chosen by the graduate program because of their importance to the undergraduate and master's degree programs.

In order to better judge the overall readiness of the student, a graduate program may require higher GPA measures than those indicated here, and may require that the student meet additional stipulations for eligibility. Meeting these eligibility requirements does not guarantee that a student will be permitted to pursue an accelerated master's degree. As is the case with all graduate admission decisions, the Graduate Dean is responsible for making the final decision on whether or not an undergraduate student is permitted to work on a master's degree on an accelerated schedule. Undergraduate students at other colleges and universities are not eligible to work on an accelerated master's degree at Boise State University.

Section 7: Policies for Certificate Programs

Description

A graduate certificate program is limited in scope relative to a graduate degree program but provides an opportunity for advanced study with a particular focus. Successful completion of a graduate certificate program is a coherent academic accomplishment that leads to an official notation on the student's transcript. Subject to the regulations that govern a specific program, a graduate certificate can often serve as an intermediate accomplishment for a student whose ultimate goal is a graduate degree.

Certificate Requirements

The curriculum of a graduate certificate program is a set of academic courses identified by the university as suitable for properly qualified students who wish to study a clearly delineated topic within a disciplinary or interdisciplinary setting. The curriculum may include both specific courses and a selection of elective courses.

Credit Requirements

The program of study leading to a graduate certificate must satisfy the following two stipulations:

1. the total credit requirement cannot exceed one half (1/2) of the total number of credits required by the most closely related master's degree program offered by the university
2. the total credit requirement must include at least nine (9) graduate credits earned in courses exclusive of university wide graduate courses 591-598, 686-693, and 696-697.

Any deviation by the certificate curriculum from these two stipulations must be approved by the Graduate Council. A limited number of credits earned in undergraduate courses may be

applied to meet the credit requirements (refer to [Restrictions on Certain Courses](#)). *At least two thirds (2/3) of the total credit requirement must be earned at Boise State University after admission to the program.* All credit must be academic credit and must be approved for application by the Graduate Program Coordinator.

Culminating Activity

A culminating activity is normally not a requirement of a graduate certificate program but is not precluded from being a requirement. If a culminating activity is required, it must be of limited scope relative to the culminating activity required by the most closely related master's degree program offered by the university. The culminating activity must be represented in the total credit requirements using an appropriate course.

Duration of Graduate Study

All requirements for a graduate certificate (including transfer courses) must be started and completed within a single continuous interval of no more than four (4) years. This single continuous interval includes summers and any semesters in which the student is not enrolled. In addition, it must encompass all courses applied to the certificate, including transfer courses.

Restrictions on Certain Courses

All graduate certificate programs must be consistent with the following restrictions. A particular certificate program may impose more stringent restrictions for that program.

Undergraduate courses

The number of applicable credits earned in undergraduate courses cannot exceed one third (1/3) of the total number of required graduate credits. An undergraduate course applied to a graduate certificate must be an upper division course with a grade of B or better and the course cannot represent effort for an undergraduate thesis, internship, practicum, independent study or research, conference or workshop, experiential learning, study abroad, seminar, or colloquium.

Previously applied courses

In general, any course applied to a previously earned degree of any type at any institution cannot be applied to meet the credit requirements of a graduate certificate program. An exception that applies to a specific certificate program may be approved by the Graduate Council. *Courses allowed under this exception are limited by the fundamental requirement that at least two thirds (2/3) of the total credit requirement for the program must be earned at Boise State University after admission to the program.*

Simultaneous Enrollment in a Graduate Certificate and Degree Program

A student may be enrolled simultaneously in a graduate certificate program and a graduate degree program subject to the following conditions:

1. the specific policies of the two programs permit co-enrollment.
2. the co-enrollment is approved by the chair of the supervisory committee or the advisor and the coordinators of the graduate certificate and degree programs.
3. All “Duration of Graduate Study” time constraints imposed by the Graduate College that govern the applicability of the credit must be met for both the graduate certificate program and the graduate degree program.

Enrollment in More Than One Certificate Program

Simultaneous enrollment in two graduate certificate programs is permitted but only under the condition that both certificate programs allow simultaneous enrollment. Simultaneous enrollment in more than two graduate certificate programs is prohibited by the Graduate College.

Section 8: Graduate assistantships

Most departments award graduate assistantships that include a salary, tuition waiver, and health insurance. Assistantships are awarded competitively and the contract period includes at least one full semester or session. To qualify for an assistantship, students must be admitted to a graduate program, meet minimum registration requirements, and continue to meet satisfactory degree progress requirements.

Students who want to apply for an assistantship should contact the department in which they are interested.

Additional information about graduate assistantships, and about financial aid in general, can be found on the Graduate College website at

<https://graduatecollege.boisestate.edu/fundinggraduateschool/>

Graduate assistantships are administered according to [Boise State Policy #7170](#). Information about maximum time commitments, minimum credit requirements, etc. can be found in this policy.

Section 9: Student Rights

Boise State University is a community of higher learning in which all participants share in the pursuit of knowledge, development of students, and protection of conditions conducive to

maintaining an effective learning environment. This section is intended to acquaint graduate students with their rights as members of the Boise State community.

Confidentiality and privacy (FERPA)

Source: Office of the Registrar website – [confidentiality page](#)

Students' Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days from the day the university receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The university can disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the university. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted as its agent to provide a service instead of using university employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student

serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

Directory Information

The information listed below is considered directory information:

- The student's name
- The student's date of birth
- The student's local address
- The student's e-mail address
- The student's local telephone number
- The student's major field of study
- the dates the student attended Boise State
- the student's student classification (freshman, sophomore, junior, senior, or graduate)
- the student's enrollment status (e.g., full-time or part-time)
- the type of degree the student earned from Boise State and the date on which it was awarded
- the dean's list and other honors released to the newspapers

According to [Boise State policy #2250](#), Boise State University reserves the right to withhold information when, in its judgment, the interests and welfare of the individual, university, or both are not served by the release of information. In other words, while we have the option to release directory information (except where students have requested privacy), we reserve the right to not release.

Authorized Disclosure Without Consent

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expanded the circumstances under which a student's education records and personally identifiable information (PII) contained in such records — including Social Security Number, grades, or other private information — may be accessed without the student's consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to a student's records and PII without the student's consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of

education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to a student’s education records and PII without the student’s consent to researchers performing certain types of studies, in certain cases even when the university objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive the student’s PII, but the authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without a student’s consent PII from the student’s education records, and they may track the student’s participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Health and Safety Exemption Requirement

Boise State University adheres to all requirements pertaining to the protection of personally identifiable information and other protected information in a student’s education record. However, pursuant to 34 CFR 99.36, the university is permitted to disclose, without student consent, information in a student’s education record including but not limited to personally identifiable, non-directory information in connection with a health or safety emergency.

The situation must present imminent danger to a student or other or member of the university community in order to qualify for this exemption. The VP for Student Affairs or other authorized university personnel must approve such an exemption request.

Requesting Privacy

Students who wish to limit access to this information can go to the Office of the Registration website – [update FERPA restrictions page](#) for directions.

Permission to Release Non-Directory Information

In discharging their official duties, Boise State employees may read, review, photocopy, and distribute to appropriate persons within the university any information contained in a student’s record. However, before distributing confidential information outside the university – even to members of the student’s family – Boise State faculty and staff must first secure the student’s written permission to do so.

The student must complete a [Release of Information form](#) to allow individuals other than the student to access the student’s educational or financial records.

Disclosure Recordkeeping Requirements

Each office of the university that maintains educational records must maintain, within each student's file, for as long as the file is maintained:

1. a record of all third parties who have requested or received personally identifiable information from a student's educational record in accordance with FERPA requirements
2. the legitimate interest of the party in requesting or obtaining the information. If personally identifiable information from a student's education record is disclosed pursuant to the health or safety exception, the record must indicate the articulable and significant threat to the health and safety of the student or other individuals that formed the basis for the disclosure and the parties to whom the information was disclosed.

If the third party recipient may disclose personally identifiable information to additional parties on behalf of Boise State, this information must also be included in the record, as well as the additional parties' legitimate interest in requesting or obtaining the information.

When a qualifying disclosure of personally identifiable information is warranted, a [Record of Disclosure of FERPA Information](#) form should be used to document the requirements listed above.

Reporting a Concern

Students who have a concern about the application of FERPA in a personal interaction, classroom or office environment or university activity/event have the right to file a concern with the university.

Equal Treatment

Source: Student Code of Conduct ([Boise State Policy #2020](#))

The University has an obligation to apply its rules equally to all students. This does not mean, however, that the University is required to refrain from engaging in the conduct process with some students because there are others who cannot be identified, or who are not similarly charged. Procedural fairness incorporates adequate notice of the charges, the opportunity for a fair hearing, and the right of appeal.

Nondiscrimination

Source: Student Code of Conduct ([Boise State Policy #2020](#))

For purposes of this Policy, the following characteristics are considered protected and, to the extent permitted by applicable law, individuals cannot be discriminated against based on these

characteristics: race, color, religion, sex, gender, age, sexual orientation, pregnancy, national origin, disability, veteran status, genetic information, or any other status protected under applicable federal, state, or local law.

Freedom in the Classroom

Source: Student Code of Conduct ([Boise State Policy #2020](#))

The classroom is not an unstructured political forum; it is the center for study and understanding of subject matter for which the faculty member has professional responsibility and institutional accountability. Control of the order and direction of class, as well as control of the scope and treatment of the subject matter, must therefore immediately rest with the individual faculty member. Faculty members and students must be free from disruption by students or others who may be in disagreement with the manner in which the faculty member discharges his/her responsibilities. When taking a class, students have a reasonable expectation to:

1. Be informed in reasonable detail at the beginning of each term of the nature of the course, the course expectations, the evaluative standards, and the grading system that will be used. Students are responsible for becoming familiar with these details and for asking the faculty member for clarification if they do not understand what the course requires.
2. Take reasonable, yet respectful, exception to the data or views offered in class and to reserve judgment about matters of opinion, without fear of penalty. Students have a responsibility not to disrupt class in expressing their views or in reacting to the views of others.
3. Protection against improper disclosure of information concerning their grades, views, beliefs, political associations, or personal characteristics that faculty members acquire in the course of their professional relationship with students. Students have the responsibility not to disclose improperly such information about their fellow students.
4. Protection against prejudiced or capricious academic evaluation. At the same time, students are responsible for maintaining the standards of academic performance established for each course in which they are enrolled.

Right to Appeal

Source: Office of the Registrar website – [appeals page](#)

All Boise State students have the right to appeal any academic policy or requirement if either of the following conditions is present:

- Extenuating circumstances make it impossible for a student to comply with the policy or requirement.
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

Please note, however, that extenuating circumstances must be beyond the student's control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration. Instructions on how to submit an appeal can be found on the [Academic Appeal Form](#).

Appeals that are most likely to be relevant to graduate students include:

- Appeal to add a class after the deadline
- Appeal to drop a class after the deadline
- Appeal to completely withdraw from the university
- Appeal to completely withdraw after the end of a semester or from a previous semester

Additional information about the following appeals can be found in [Student Appeals](#):

- Request for an exception to the regionally accredited institution requirement for admission
- Request for reinstatement to a graduate program
- Request for an extension of the duration of time

Section 10: Student responsibilities

The Boise State University Statement of Values and Standards of Conduct begins with the following statement:

“Our commitment to excellence as an institution extends to all aspects of our educational, research and public service mission. As stewards of the University's finances, assets, resources, and public image, it is important that we conduct ourselves with honesty and integrity...”

This is perhaps particularly relevant for graduate students because, in addition to pursuing their own educational goals, graduate students are often engaged in the work of the university as teaching or laboratory assistants and researchers. This section is intended to acquaint graduate students with their responsibilities as members of the Boise State community.

Academic Integrity

The Boise State Student Code of Conduct states:

“Boise State promotes Academic Excellence as a core Shared Value upholding the virtue of honesty in the pursuit of knowledge as a hallmark of an institution of higher education. Engaging in behavior with integrity and honesty is a hallmark of a graduate of Boise State University. The ultimate recognition for the scholarly work completed by a student is the conferring of a degree, which represents the University's indication that

the recipient has engaged in academic work that is representative of her/his own efforts and that was completed with integrity and honesty.”

The code of conduct also describes academic integrity in terms of seven categories of behavior.

1. Cheating. This refers to using or attempting to use unauthorized materials, information, or study aids in any academic exercise that would result in an unfair advantage over fellow students in an academic exercise. Cheating includes, but is not limited to:
 - a. Unauthorized copying of class assignments, such as examinations, before, during, or after the assignment, either for a student’s own use or for the use of others.
 - b. Depending on or providing the aid of sources not authorized by the faculty member in preparing for exams, writing papers, preparing reports, solving problems, or carrying out other assignments.
 - c. Acquiring, without permission, any assignment or other academic material belonging to a member of the University faculty or staff.
 - d. Creating, keeping, or using unauthorized collections of assignments.
 - e. Having someone else complete a class assignment or attend class in place of a student.
 - f. Completing a class assignment for someone else.
 - g. Assisting others in acts of academic misconduct through the facilitation of behavior which would violate the Student Code of Conduct for academic misconduct.

2. Plagiarism. This refers to using the ideas, data, or language of another as one’s own without specific or proper acknowledgment or citation. Not knowing how to present a proper citation is not a valid excuse for plagiarism. As an author of a manuscript for publication or a class assignment, it’s the student’s responsibility to know appropriate citation methods and/or seek guidance/help when using another’s work. includes, but is not limited to, the following if done without proper acknowledgement of the original source:
 - a. Copying another person’s work, published or unpublished.
 - b. Paraphrasing another person’s work, published or unpublished.
 - c. Using another person’s ideas, arguments, and/or thesis from a published or unpublished work.
 - d. Using another person’s research from a published or unpublished work.
 - e. Using materials prepared by a person or agency engaged in the selling of term papers or other academic materials.
 - f. Using copyrighted material without obtaining permission. Refer to [Boise State policy #1090](#) for more information.

3. Fabrication. This refers to the unauthorized falsification of information, invention of information, or submission of contrived or altered information in an academic exercise. Examples of fabrication include, but are not limited to:

- a. Making up data for an experiment.
 - b. Citing nonexistent articles.
 - c. Creating false journal entries.
 - d. Contriving sources.
4. Multiple Submissions. This refers to submitting, without prior permission from the course instructor, any work previously submitted to fulfill another academic requirement.
 5. Misrepresentation of academic records. This refers to falsifying, tampering or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to Boise State University.
 6. Unauthorized Collaboration/Collusion. This refers to completing all academic coursework and assignments without assistance, unless otherwise instructed or granted permission by the instructor.
 7. Research Misconduct. This includes but is not limited to, sabotage of another's experiment or research and/or fabrication, falsification of data, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. For more information, refer to the [Office of Research Compliance](#) website and [Boise State policy #5060](#).

Responsible Conduct of Research

Boise State's [mission](#) is to be a "public, metropolitan research university providing leadership in academics, research and civic engagement" and notes that "research, creative activity and graduate programs ... advance new knowledge and benefit the community, the state and the community."

In line with this mission, Boise State's [Standards of Conduct](#) include a "scholarly activity" standard which says that "all members of the University community engaged in research are expected to conduct their scholarly activity with integrity and intellectual honesty at all times and with appropriate regard for human and animal subjects." Graduate students are likely to be involved in research or other types of creative or scholarly activity. This might include work done for a class project or independent study, as part of a laboratory or research group, or for a thesis or dissertation. It is, therefore, important to understand the obligations related to the responsible conduct of research.

What is "responsible" research? According to the National Institute of Environmental Health Sciences, responsible research is research that is guided by the "ethical and scientific standards and the legal and institutional rules in the conduct of research" (Resnick, 2015). Along the same lines, [Boise State policy #5060](#), describes research misconduct as "fabrication, falsification,

plagiarism, or other practices that seriously deviate from those commonly accepted within the scientific community for proposing, conducting, or reporting research.”

At Boise State, the “legal and institutional rules” are the responsibility of the [Office of Research Compliance](#) (ORC). The ORC’s mission is to “provide assistance to faculty, staff and students in conducting research in compliance with federal, state and local regulations.” With this mission, the ORC is an invaluable resource and all Boise State researchers, including graduate students, should be familiar with the information available through the ORC website. The ORC is divided into three committees:

- Institutional Review Board (IRB) – established to protect the rights and welfare of human subjects recruited to participate in research activities
- Institutional Animal Care and Use Committee (IACUC) – established to oversee the university’s animal program, facilities and research projects involving the use of animals
- Institutional Biosafety Committee (IBC) – established to oversee funded and unfunded research and academic activities involving biohazardous materials

Each committee has established policies and guidelines for researchers. Each committee also has forms that are required as a way of documenting that a research project is conducted ethically. Work done as a Boise State researcher is likely to fall under the purview of one or more of these committees. Information about each committee can be found on the ORC website at:

- Institutional Review Board (IRB)
<https://research.boisestate.edu/compliance/institutional-review-board-irb-home/>
- Institutional Animal Care and Use Committee (IACUC)
<https://research.boisestate.edu/compliance/institutional-animal-care-and-use-committee-iacuc-home/>
- Institutional Biosafety Committee (IBC)
<https://research.boisestate.edu/compliance/institutional-biosafety-committee-ibc-home/>

The responsible conduct of research imposes two practical requirements. One is completion of CITI training. This refers to the Collaborative Institutional Training Initiative, a web-based training program hosted by the University of Miami to inform researchers about a variety of issues related to the responsible conduct of research. CITI training is required for all Boise State researchers, including graduate students, in part because it fulfills the university’s commitment to promote the responsible conduct of all research, whether that research is funded or unfunded. For more information about CITI training, refer to the ORC website – the [CITI Training FAQs page](#).

A second practical requirement is making sure the required ORC approvals have been obtained *prior to beginning the research*. Related to this, a completed and bound thesis or dissertation

must include a page that contains the research protocol number and a statement that the protocol has been approved by the appropriate ORC committee – Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC).

Reference

Resnick, D. B. (2015). Glossary of Commonly Used Terms in Research Ethics. Retrieved February 2, 2017 from <https://www.niehs.nih.gov/research/resources/bioethics/glossary/index.cfm>

Meeting Obligations

There are two aspects to meeting obligations. One is meeting responsibilities as a student attending classes. This means attending classes, keeping up with course activities, completing required examinations and meeting assignment due dates, making up any missed work, etc. For Graduate Assistants (GAs), meeting obligations also includes meeting responsibilities of the assistantship. This means attending any required meetings, completing expected tasks on time, providing students in classes or labs with information and guidance, collaborating with research project partners, conducting research in a responsible manner, etc.

For any student, life events, both expected and unexpected, sometimes make meeting obligations difficult. When this happens it is important to talk with course instructors to examine options and make any necessary plans related to course obligations. For GAs, it is also important to talk with supervisors to examine options and make plans related to teaching, lab, or project obligations. Whenever possible, it is important to talk with instructors and supervisors in advance of an absence or missed assignment. When this isn't possible, it is important to talk with instructors and supervisors as soon as possible after the absence or missed assignment. Note that a review of a course syllabus will usually provide information such as assignment due dates and course policies related to attendance and late or missed assignments. Related to course obligations, it's important to note that a review of a course syllabus will usually provide information such as assignment due dates and course policies related to attendance and late or missed assignments.

Termination of Graduate Assistants

Termination of Graduate Assistants is guided by Boise State policy #7170 which allows for two types of termination:

Automatic termination. This occurs when (1) the graduate assistant completes the degree, (2) the graduate assistant voluntarily withdraws or is administratively withdrawn from the degree program, or (3) the graduate assistance resigns the graduate assistantship.

Termination for cause. The can occur for reasons such as unsatisfactory performance of work obligations, unsatisfactory academic performance, unsatisfactory degree progress, violation of

the Boise State Student Code of Conduct, or any other cause of similar magnitude as determined by the Dean of the Graduate College.

In the event of termination, the graduate assistant's salary will be paid through the last day worked, insurance will be paid through the end of the month of the last day worked, and tuition and fees will remain credited to the student's account (unless the termination occurs prior to the first day of classes for the semester).

A graduate assistant has the right to appeal termination following procedures established by Boise State University.

Communication with the University

This includes:

Name changes. Students should promptly report any name change. This can be done by going to <http://registrar.boisestate.edu/forms/student-forms/>, completing an [Information Update](#) form and returning the form to the Registrar's Office, Administration Building, Room 110. Evidence of the official name change, such as a certified copy of a court order, a marriage certificate, or a dissolution decree reflecting the new name in full, is required.

Note: Individuals who are, or were at any time, employed by the university (even as a student employee) must report a name change to the Department of Human Resource Services, Campus School, Room 120, (208) 426-1616 (documentation requirements may differ).

Address changes. Whenever Boise State policies or procedures call for a university office to send written notification to a student, that obligation is fulfilled when that office mails the notification to the student's last address on record. Past students may update their address in person, by e-mail to regmail@boisestate.edu, or by sending in a change-of-address card from the post office to the Registrar's Office, Administration Building, Room 110. Currently enrolled students must update address information on myBoiseState under the Student Center. Under personal information section, select Addresses.

Monitoring assigned Boise State email. Boise State [policy #2280](#) says, in part, that Boise State "may send communications to students by email to their Boise State email address. This includes communications intended to meet the academic and administrative needs of Boise State, including business that is critical to the operation and function of Boise State." Email can forward mail from a Boise State email address to another email address. However, this is not recommended because forwarded email may be lost or blocked. Note that problems with forwarded email do not absolve students of responsibilities associated with university communications sent to their university email addresses. The expectation is that students will receive, read and, when necessary, respond to email from Boise State.

Section 11: Student Appeals

All Boise State students have the right to appeal any academic policy or requirement if either of the following conditions is present:

- Extenuating circumstances make it impossible to comply with the policy or requirement.
- An undue hardship would result from a strict application or interpretation of the policy or requirement.

Please note, however, that extenuating circumstances must be beyond the student's control and that undue hardship must be a condition far more serious than simple inconvenience. Documentation will be required and the timeliness of the appeal will be taken into consideration.

This section describes the following requests that are specific to graduate students.

Request for an Exception to the Regionally Accredited Institution Requirement for Admission

An applicant who does not hold at least a baccalaureate degree from a regionally accredited U.S. college or university may request an exception to this admission requirement. The procedure for submitting and reviewing requests is:

1. A written request (via email or regular mail) is submitted by the student to the Graduate Program Coordinator asking that the Coordinator petition the Graduate Dean to consider the student for admission. The request should include (a) the name of the non-accredited institution, (b) the degree received and date received, (c) the reasons for believing admission is warranted in this situation, and (d) any additional information considered relevant.
2. The Coordinator reviews the request. If the coordinator does not agree to petition the Dean, the application is marked "ineligible for admission" and the application fee is refunded to the student. If the Coordinator does agree to petition the Dean, the Coordinator forwards the written request along with a written recommendation that includes (a) alternative institutional criteria and (b) alternative student admission criteria to support the recommendation.
 - a. Alternative institutional criteria may include, but are not limited to, alternative forms of institutional recognition such as accreditation or affiliation with non-regional agencies, or documents that summarize the missions and goals of the institution.
 - b. Alternative student admission criteria may include, but are not limited to, test scores, portfolios, interviews, and/or other related student documentation. To

ensure the quality of the university's graduate programs, the documentation by the Coordinator should indicate that the applicant is academically comparable to current high achieving students in the Boise State program to which the applicant is applying.

3. The Graduate Dean reviews the submitted materials and either denies the admission or admits with provisional status. If the decision is to deny admission, the application is marked "ineligible for admission," and the application fee is refunded to the student.
4. Students who are granted provisional admission will be required to complete at least nine (9) credits of graduate work required for the graduate program with a cumulative GPA of 3.00 or higher. They must also satisfy any additional provisions as required by the program.

Request for Reinstatement to a Graduate Program

Students may be dismissed from their graduate program and Boise State University because they have not met the conditions of provisional admission or the GPA requirements of the Graduate College. Students who have been dismissed for one of these reasons are administratively withdrawn from their courses and cannot register until they are either reinstated to the graduate program or readmitted to the Graduate College.

Students who request reinstatement (following [Boise State policy #3090](#)) and are granted reinstatement to the program within 30 calendar days are not required to reapply to the Graduate College. After 30 days or if the request for reinstatement is denied, students must submit a new online application and application fee. Reinstatement may be requested by submitting a written request to the Graduate Program Coordinator that includes:

1. a formal request for reinstatement.
2. an explanation of the situation behind the dismissal and subsequent request for reinstatement.

The Coordinator evaluates the request and forwards to the Graduate Dean the written request, along with a recommendation and an explanation for the recommendation. If the recommendation is in favor of reinstatement, the explanation must also include a plan showing how the student will complete the degree or certificate requirements. This should include a semester-by-semester course plan developed by the student and advisor.

The Graduate Dean reviews the submitted materials and either approves or denies reinstatement. The Graduate Dean then communicates the decision to the graduate program and the student via email (using the student's Boise State email address, according to [Boise State policy #2280](#)).

Request to Extend the Duration of Study

Each type of program (degree or certificate) has a “duration of graduate study” that establishes a time limit for completing the requirements for the degree or certificate. To request an extension of this time limit, students submit a written request to the Graduate Program Coordinator. This can be done as an email attachment. Students are also encouraged to talk with their advisor or Graduate Program Coordinator to map out a semester-by-semester plan for completing the degree or certificate requirements. In general, extensions are granted for 1 year.

If the extension is approved, the Graduate Program Coordinator submits a Request for Extension of Time form. The plan for completing the degree or certificate requirements should be included, either in the “justification” section or as an attachment along with the written request. The form requires signatures of the student, advisor, Graduate Program Coordinator, and Graduate Dean.