

# COLLEGE OF GRADUATE STUDIES

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

## Graduate Council

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

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

## Undergraduate Enrollment in the College of Graduate Studies

A senior (90 or more credits) who has a cumulative grade-point average of 3.00 or higher may register for courses at the 500-level. Graduate courses taken as an undergraduate student will automatically be recorded on the undergraduate transcript. Students desiring to have graduate level courses taken as an undergraduate placed on a graduate transcript must follow the policies on reserving courses for the graduate transcript. If the credit reservation form is approved, a separate graduate transcript will be created for the student. Capable students who are in their senior year can thus begin limited graduate work at an earlier date than would otherwise be possible.

## Reserving Undergraduate Courses for the Graduate Transcript

Students desiring to move courses from their undergraduate transcript to a graduate transcript may do so by filing the Credit Reservation Form with the College of Graduate Studies. Courses from the undergraduate record may be moved to a graduate transcript if they meet the following criteria: 1) the student has a cumulative GPA of 3.00 or greater, 2) the course is

at the 400 level or higher, 3) the grade in the course is A or B, and 4) the course was not used to meet the requirements for the undergraduate degree. No more than 12 credits of undergraduate work can be moved to the graduate transcript under this policy.

Students are responsible to initiate the course reservation process as soon as they know they wish to move a course to the graduate level and prior to receiving their baccalaureate degree. No courses will be moved to the graduate transcript once the baccalaureate degree has been conferred. Undergraduate courses completed at another institution are not eligible to be reserved. Courses will not be reserved until final grades for the term have been posted. Students who have courses placed on a graduate transcript and later wish to be admitted to the College of Graduate Studies for work toward an advanced degree must apply for admission to the College of Graduate Studies following the usual procedures. All courses placed on the graduate transcript, regardless of course level, will be assessed graduate fees.

## Non-Degree Enrollment in the College of Graduate Studies

A non-degree student may register for graduate level courses if they have earned an undergraduate or graduate degree with a cumulative grade point average of 3.00 or higher. Students desiring to register in graduate-level courses should send a copy of their transcript showing degree date and GPA to the College of Graduate Studies ([cogs-forms@uidaho.edu](mailto:cogs-forms@uidaho.edu)) to have the block on 500-level courses removed. Students desiring to have graduate-level courses taken as a non-degree student placed on a graduate transcript must follow the policies on reserving courses for the graduate transcript.

## Reserving Non-Degree Courses for the Graduate Transcript

Students desiring to move courses from their non-degree transcript to a graduate transcript may do so by filing the Credit Reservation Form with the College of Graduate Studies. Courses from the non-degree record may be moved to a graduate transcript if they meet the following criteria: 1) the student has a cumulative GPA of 3.00 or greater; 2) the course is at the 400-level or higher; and 3) the grade in the course is 'A', 'B', or 'Pass'. No more than 12 credits of non-degree work can be moved to the graduate transcript under this policy. The combined total of transfer credits, correspondence credits, non-degree credits, credits moved from an undergraduate transcript that were not used toward an undergraduate degree, and approved credits more than eight years old at the time the degree is awarded shall not exceed 12 credits for master's programs designated as requiring 36 or fewer credits, and they shall not exceed one-third of the total credits in designated programs requiring more than 36 credits.

Students are responsible to initiate the course reservation process as soon as they enter a graduate program. Courses will not be reserved until final grades for the term have been posted. All courses placed on the graduate transcript, regardless of course level, will be assessed graduate fees.

## General Graduate Regulations

The regulations described in this section are the minimum standards established by the faculty of the College of Graduate Studies. Graduate programs may establish additional regulations, including additional

residence requirements, above the minimums set by the College of Graduate Studies.

## Student Responsibilities

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

## Appointment of Major Professor and Committee for All Degree Seeking Graduate Students

All major professors must be member of the UI Graduate Faculty and have an appointment in the program in which the student is enrolled. It is the students' responsibility to identify and select their major professor.

Co-major professors are allowed in certain circumstances and must have earned a degree equal to or higher than the degree being sought by the student. Co-major professors must be approved by the dean of the College of Graduate Studies. Circumstances where a co-major professor is appropriate are as follows:

- Senior faculty member mentoring a junior or new faculty member,
- Non-teaching research faculty with recognized research or creative activities necessary for the completion of the students' dissertation or thesis,
- UI faculty employed via a cooperative agreement with state or federal agencies,
- Emeritus faculty with expertise in the students' field of study, or
- When interdisciplinary research is being conducted.

All master's degree-seeking graduate students are required to formally appoint a major professor by using the Appointment of Major Professor form within the first year following enrollment in the program. (For the M.F.A. program, within three semesters of registration, the student and the departmental administrator or graduate coordinator nominates the major professor.) For non-thesis master's and specialist degrees, students are strongly encouraged to select or be assigned a major professor no later than the end of the first semester, and it is required by the end of the first year. It is important to note that the Interdisciplinary Studies master's degree requires at least four members on a student's committee, whether the student is thesis or non-thesis. A committee will consist of at least one member from each of the two principal disciplines involved in the student's program, one from a supporting discipline, and one member recommended to or appointed by the College of Graduate Studies.

Doctoral students are required to select a major professor no later than the end of the third semester in the program.

The committee, if required, is recommended by the major professor and the student and approved by the graduate program's administrator and the dean of the College of Graduate Studies. At least one-half of the members of the committee must be members of the UI Graduate Faculty. A faculty member may not serve on a committee for a student who is seeking a degree higher than the faculty member has attained. (For the M.F.A. program, the committee consists at least of the major professor, a second faculty member from the major field and a member from a discipline outside the major department's discipline(s).)

Periodically, a qualified person with a particular expertise is requested to serve on a student's committee on a one-time appointment. The person must have written approval from the dean of the College of Graduate Studies in advance of the individual's committee participation. Should the person be recommended for multiple committees, they would need to be approved as an adjunct or affiliate faculty member and, therefore, would

then be considered an associated faculty member of the program. It is the intent of the Graduate Council that this privilege be used sparingly and only when the situation indicates its necessity.

## Removal of Faculty from a Committee

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

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

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

## Qualifying Examination

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

## Graduate Reviews for the M.F.A

Graduate reviews are conducted by department graduate faculty members. The initial graduate review is conducted in the first semester of registration and serves to assess the background of the student in both major and supporting fields and to provide in part the basis for the preparation of the student's study plan. The remaining reviews are used to assess growth and the ability to complete the program.

## Preparation and Submission of Study Plan

Early in the student's academic career, the student prepares in conference with the major professor (and committee, if required by department) a study plan outlining all course work to be completed to fulfill the requirements for the degree. Normally, the study plan will include some work to be taken outside of the major department. The study plan is submitted for the approval by the student's major professor, the program administrator, and the dean of the College of Graduate Studies. Any subsequent changes in the study plan must receive the same approvals.

All degree-seeking graduate students must have a study plan on file with the College of Graduate Studies. Study plans cannot be processed without an assigned major professor. All master's and specialist degree-seeking students are required to file a study plan with the College of Graduate Studies by the end of the first year of attendance. (For the M.F.A. program, students must prepare a study plan within two semesters of registration (or two summer sessions for those attending in the summer only).) Doctoral degree-seeking students are required to file a study plan with the College of Graduate Studies by the end of the third semester in the program.

## Research Approval

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

## Petitions

Students and major professors are advised that the right of petition exists to waive or modify some university regulations. University academic petitions (see Academic Appeals Process (<https://catalog.uidaho.edu/general-requirements-academic-procedures/>)) request waiver or modification of university regulations. The College of Graduate Studies' petitions request waiver or modification of regulations in this section. Favorable action can be expected only when circumstances and the presentation clearly justify an exception. Precedents are not set by previous actions and may not form the basis of a petition; rather, the situation concerning the student involved is given consideration on an individual basis. An appeal of the decision made by the College of Graduate Studies petitions committee can be requested through Graduate Council. Further appeals may be made to the Provost's Office.

Once a College of Graduate Studies petition is submitted, the Dean or Associate Dean may act on or, in certain cases, will appoint a committee to hear the petition. The committee will consist of current Graduate Council members when possible. The committee will review materials specifically related to the petition from both the student and the College of Graduate Studies. The student's presence is not required, and additional information may be requested by the committee. The committee's recommendation of action is then forwarded to the Graduate Council for review. The Graduate Council will decide to support or reject the committee's recommendation and render a decision on the petition. The Graduate Council may request a hearing to review all of the information related to the petition. The final decision of the Graduate Council may be appealed to the Provost (See Faculty Staff Handbook 2500).

A fee is charged for each petition submitted to the Academic Petitions Committee or College of Graduate Studies.

## Provisional Admission

Provisional admission is available to students who are academically eligible but lack departmental requirements or are deficient in coursework necessary for full admission to the program. The program is responsible to track the provisions and communicate with the College of Graduate Studies when the student meets the conditions. The conditions specified for a student's advancement to regular admission are established at the time of their acceptance and must not be changed (i.e., either strengthened or relaxed) thereafter.

A student who is not eligible for regular admission may be considered for provisional admission (at the master's level only) if approved by

the Director of Graduate Studies and there is evidence for success in graduate-level work as demonstrated by one of the following:

1. The student's undergraduate GPA shows satisfactory improvement,
2. The student has taken post-baccalaureate coursework with 'A' and/or 'B' grades,
3. The student has relevant post-baccalaureate work experience and/or has been working for at least one year in the field of the proposed graduate major, or
4. The student has a letter of support from a faculty member in the discipline who is willing to serve as the student's major professor.

Provisional admission is not available to international students who hold non-resident alien visas or students who are to be appointed to assistantships.

A student may not remain in provisional enrollment status for more than one academic year or after the completion of 9 credits.

A student will be advanced to regular admission status provided they maintain a GPA of at least 3.00 each semester (a higher GPA may be specified), fulfill the conditions that were specified at the time of initial enrollment, and receive no grades of incomplete.

A student who does not meet the stated requirements for advancement cannot continue in the College of Graduate Studies or enroll in 500-level courses and is subject to normal disqualification and reinstatement procedures. It is the student's responsibility to be in touch with the administrative unit regarding their progress toward meeting the conditions for regular admission.

Academic units need not require a student to make up ALL of their academic deficiencies while in provisional enrollment. Performance on a limited selection of courses should suffice to demonstrate whether or not the student has the ability to do satisfactory graduate work. Remaining deficiencies, if any, can be made up after the student has been regularly admitted. The academic unit must be sure that any courses the student is required to take while provisionally admitted will, in fact, be offered during that period.

## Registration and Enrollment Requirements

Graduate students engaged in **ANY** activity requiring faculty or staff time and consultation or the use of any UI facilities must register for the number of credits appropriate to the degree of activity involved during the semester of activity. Such activity includes, but is not limited to, writing, defending, or submitting a thesis or dissertation; research; working on or completion of a non-thesis requirement; or taking a preliminary examination. A student who was appropriately registered during a previous term and who did not complete all the requirements by the end of that term, but does so before the official opening date of the new term, is awarded the degree at the end of the following term without further registration.

## Continuous Registration

Students admitted to a graduate program at the University of Idaho are required to be continuously registered in the Fall and Spring semester through their degree programs. GRAD 710 Continuous Enrollment is a special course for which graduate students may register in place of credit-bearing courses any semester they are not attending the University of Idaho in order to remain admitted to their degree program. Students may request a Leave of Absence for a situation which temporarily will

not allow them to continue in their program. A student may petition for a Leave of Absence for up to one year. Leave of Absence petitions are submitted to the College of Graduate Studies.

To meet the continuous enrollment requirement, students may register for any academic credit-bearing course(s) or in a Continuous Enrollment course. Continuous Enrollment registration carries a reduced fee, which is 25% of the cost of a regular academic credit. Registration in a Continuous Enrollment course does not carry academic credit and therefore does not defer student loans.

Registration in a Continuous Enrollment course does maintain graduate student status and allows for the purchase of student health insurance (SHIP). Contact the SHIP office for details on enrollment while in continuous registration status. Registration in a Continuous Enrollment course allows the student access to the library, laboratory, campus computer services, etc., but it does not allow students access to any campus function or activity which is paid for by student fees (e.g., Rec Center). TA and RA positions are not available to students who are registered in a Continuous Enrollment course.

Students who do not maintain continuous enrollment by registering for regular courses or a Continuous Enrollment course will be required to apply for re-enrollment into their previous academic program. If a student does not enroll in either regular coursework or a Continuous Enrollment course for two consecutive terms (excluding Summer), they will be required to apply for re-admission to their previous graduate program if they wish to continue their studies. Re-admission and re-enrollment decisions are made at the program level and forwarded to the College of Graduate Studies. Students are allowed a maximum of two consecutive semesters of Continuous Enrollment course registration. Beyond two semesters, the student must register for regular credit-bearing courses or petition for a Leave of Absence through the College of Graduate Studies. Students who wish to register for a Continuous Enrollment course must follow the same procedures and rules that apply to regular registration.

## Graduate Finishing Status

It is expected that all graduate students using university facilities or faculty time be registered in an appropriate number of credits that reflect the amount of effort expected by the student and the faculty. Master's degree candidates who have completed their study plan and doctoral degree candidates who have completed their study plan and passed their preliminary examination, but have yet to finish their research/project/performance, may register in the GRAD 720 Finishing Status course. Finishing Status registration carries a reduced fee, which is 25% of the cost of a regular academic credit. Students can register for a Finishing Status course for up to two semesters. Beyond two semesters, the Finishing Status course is not available, and the student must register for at least one credit of regular course work per term through graduation. Graduate degree candidates must be either enrolled for at least one regular academic credit or must register in a Finishing Status course during the term (Fall, Spring, or Summer) they will complete their degree requirements.

Registration in a Finishing Status course does not carry academic credit and therefore does not defer student loans. International students may register after prior approval from the International Programs Office.

Registration in a Finishing Status course does maintain graduate student status and allows for the purchase of student health insurance (SHIP). Contact the SHIP office for details on enrollment while in graduate finishing status. Registration in a Finishing Status course allows the student access to the library, laboratory, campus computer services, etc.,

but it does not allow students access to any campus function or activity which is paid for by student fees (e.g., Campus Rec). TA and RA positions are not available to students registering in a Finishing Status course.

Students who wish to register for a Finishing Status course must follow the same procedures and rules that apply to regular registration.

## Change of Program

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

## Credit Requirements for Full Time Students

A graduate student is considered full time academically when registered for 9 or more credits in the Fall or Spring term and 6 credits during the Summer term.

## Regular Semester or Summer Session

The credit limit for a graduate student is 16 credits per semester or summer session (excluding courses taken for audit). With approval from the Associate Dean and a Change of Registration form, a student may enroll in up to 22 credits in the fall and spring semesters and 18 credits in the summer session.

## Correspondence Courses

Credits earned in University of Idaho correspondence courses are applied to a graduate program only with the prior written approval of the dean of the College of Graduate Studies. Subject to approval by the appropriate program's administrator, correspondence credits from other institutions that are accepted for graduate credit by that institution may be accepted toward degree requirements. Grades earned in correspondence courses are not calculated into the student's GPA.

## Probation, Disqualification, and Reinstatement

Graduate students remain in good standing if the semester GPA and the cumulative GPA are 3.00 or higher. A graduate student is placed on academic probation after any semester or summer session in which a GPA of less than 3.00 is earned in courses placed on the graduate transcript, regardless of the student's cumulative GPA. Students on academic probation who attain a semester GPA of 3.00 or higher during the next or subsequent semester or summer session after being placed on probation, but whose cumulative GPA is still below a 3.00, will remain on academic probation until the cumulative GPA is a 3.00 or higher.

The student will be disqualified if a semester GPA of less than 3.00 (regardless of cumulative GPA) is earned on courses placed on the graduate transcript during the second consecutive semester or summer session in which regular grades of 'A', 'B', 'C', 'D', or 'F' are received.

A graduate student may be reinstated after disqualification under the following conditions: 1) the student may not enroll as a graduate student for at least one semester (Fall or Spring), 2) they must have a major professor and approved study plan, 3) they must get the positive recommendation of their department chair/program director and major professor, and 4) they must get permission from the College of Graduate Studies. Reinstatement is granted for a specific semester only. The student must receive at least a 3.00 GPA the first semester back in the College of Graduate Studies. If a student does not register for that



semester, they must again seek College of Graduate Studies permission for reinstatement. A student will remain on probation as long as the cumulative GPA is below a 3.00.

## Grade Requirements

In order to be eligible for graduation, a candidate for an advanced degree must have a cumulative GPA, based on all grades on their graduate transcript, of at least 3.00 (A = 4.00) and at least a 3.0 overall GPA across all courses listed on the approved study plan. The relevant GPA is calculated as stated in regulation E. Courses in which grades of D or F are received may not be counted toward the satisfaction of degree requirements; however, those grades are included in the GPA.

## Deficiencies

Courses that are needed to provide background for the student's program may be taken for audit or under the pass/fail option unless the program advises otherwise. See rules for the pass/fail option under regulation B-11. When deficiency courses are taken for regular credit, the resulting grade will be included in the computation of the GPA.

## Foreign Language

There is no College of Graduate Studies foreign language requirement for a graduate degree; however, some programs require a language examination or special course work.

## Catalog Issue

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

## Application for Advanced Degree

The Application for Advanced Degree is submitted electronically by the student to the College of Graduate Studies, via VandalWeb, according to the deadline outlined in the academic calendar. In order for a student to apply for an advanced degree, a study plan must be posted by the Registrar's Office. Graduation applications are term specific. To change a graduation semester, the current application must be canceled and the student must re-apply for a subsequent term by the deadline.

## Non-thesis Requirement (Non-thesis Master's and Specialist Degrees)

This exit requirement (an examination, presentation, portfolio, recital, project, or any requirement other than a thesis) is completed by non-thesis master's and specialist students after the completion of most or all of the degree requirements. The program establishes the format and time frame and reports the results of the non-thesis requirement to the College of Graduate Studies using the Non-Thesis Report form. The exit requirement, if failed, may be repeated once with the program's approval. The interval before the second attempt may not be less than three months or longer than one year. No more than 2 credits may be used for completing the exit requirement or may be used toward the degree. If a student fails the exit requirement twice, the program does not allow the student to repeat the exit requirement after the first failure, or the student does not retake the exit requirement within a year, the student is automatically moved to unclassified enrollment status and is no longer in the degree program.

## Final Defense (Master's thesis, Ph.D., Ed.D., and D.A.T. Degrees)

The final defense must be completed three weeks prior to the last day of the term in which the student plans to graduate. Before the final defense, the "Request to Proceed with Final Defense" form (see [www.uidaho.edu/cogs/forms](http://www.uidaho.edu/cogs/forms)) must be submitted to the College of Graduate Studies. Ph.D., Ed.D., and D.A.T. students are required to submit the form at least 10 working days prior to the defense. Thesis students must have the form submitted at least one day prior to the defense. The defense is usually oral, but part may be written. The candidate is required to defend their work and show a satisfactory knowledge of the program and supporting fields. A majority vote of the committee is necessary for a candidate to pass this defense. The defense, if failed, may be repeated once with the program's approval. The interval before the second attempt may not be less than three months or longer than one year.

Following a successful defense of their thesis, the candidate must submit the final electronic version into ETD/Proquest and the final signed bond paper copy to the College of Graduate Studies within six months; otherwise, the candidate must defend the thesis again and may be required to revise it or write an entirely new one. If a student fails the final defense twice, the program does not allow the student to repeat the defense after the first failure, or the student does not repeat the defense within a year, the student is automatically moved to unclassified enrollment status and is no longer in the degree program.

## Theses and Dissertations

### Definition of a Dissertation

A dissertation documents a student's original research, which significantly advances knowledge in a discipline. It provides evidence of leadership in scholarship and demonstrates a student's ability to think critically and independently. Students publicly defend their dissertations, which are then evaluated by the dissertation committee. Dissertations are made publicly accessible per the College of Graduate Studies guidelines.

### Independent Work and Collaboration in Dissertation

A dissertation can be the outcome of independent or collaborative research. If submitting collaborative work through multi-authored articles in the dissertation, the student must demonstrate primary responsibility and authorship of the dissertation, and include a clear statement of the student's specific contribution to the collaborative work. This contribution statement must be approved by the dissertation committee and included in the front matter of the final product. The contribution statement should clearly and specifically articulate the attributions of any co-authors included in the dissertation articles.

The expectation is that the student played a significant role in most, if not all, aspects of the dissertation, demonstrating contributions to critical components of the project as appropriate for their field of study (e.g. project design, data generation and collection, analysis, etc.)

### Defense of Dissertation

To be awarded a Ph.D. or an Ed.D., a student must have a public presentation and defense of their work, and they must pass the defense. The specifics of the defense process will be determined by their home department(s).

### Thesis and Non-Thesis Statements

University of Idaho students pursuing a Master's degree will follow a Thesis or Non-Thesis Track that parallels expectations in their specific

field. In this pursuit for further knowledge and experience, students should be independently driven in their research focus while still working with the committee to frame their professional approach. This may be done through research proposals, project outlines, competency exams, presentations, performances, or other suitable projects determined by the student with approval by the committee. It is the student's responsibility to form strong interconnections between their research focus and their final presentation(s) of this work in order to fulfill degree requirements within each degree program.

## Definition of a Thesis

A thesis communicates a student's original research results and is a published record of their research. The thesis is prepared and publicly defended by the student to be evaluated by the major professor and committee. The thesis demonstrates a student's ability to think critically and independently about a topic approved by their major professor.

## Independent Work and Collaboration in Thesis

Please see discussion of Independent Work and Collaboration in Dissertation (see above). As stated for a dissertation, thesis students must also provide a contribution statement that clarifies the significant role and contribution in the research process.

## Defense of Thesis

To be awarded an M.F.A. (terminal), M.S. or M.A., a student must complete a public presentation and defense of their work, and they must pass the defense. The specifics of the defense process are established by the major professor and committee within the guidelines of COGS.

## Definition of a Non-Thesis

To be awarded an M.F.A. (terminal), M.S. or M.A. and for specific specialist and professional degrees, a final examination, portfolio, recital, performance, project, and/or presentation significant to a program's requirements is completed by non-thesis master's degree students. Each degree program has established expectations for fulfillment of the degree.

## Satisfactory Academic Progress and Performance

Enrollment in the College of Graduate Studies allows students to continue graduate study and research through the University of Idaho only as long as they maintain satisfactory academic standing and are maintaining satisfactory progress and performance toward completion of their graduate degree program. See section L (<https://catalog.uidaho.edu/general-requirements-academic-procedures/l-academic-standing-probation-disqualification-reinstatement/>) – Academic Standing, Probation, Disqualification, and Reinstatement

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

Programs are encouraged to have a written policy distributed to all students that states the standards for satisfactory progress and performance. Examples of the program's requirements that may be used to measure progress or performance toward the degree are, but not limited to, the timely completion of required coursework, filing of appropriate paperwork, and/or attendance at seminars or other professional activities as well as failure to complete the annual review process, the program's qualifying, preliminary or other examinations and/or using acceptable safety or security standards in performance of duties.

## Annual Review

The annual review process is initiated by the student and completed by the major professor using the Annual Evaluation and Performance Report (<http://www.uidaho.edu/cogs/forms>) provided by the College of Graduate Studies. If a major professor has not been appointed, the program's administrator will conduct the review. When completed, the reviewer will recommend that the student continue in the program, receive a warning, or be dismissed from the program.

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

## Graduate Assistantships

Graduate Assistantships are open to domestic and international students who are enrolled full time in the College of Graduate Studies. Students in the provisional or unclassified enrollment category or are not in good academic standing are NOT eligible to receive assistantships.

An inquiry for a position or award should be addressed to the Director of Graduate Studies in which the applicant plans to enroll. Appointments may be full-time (20 hours per week) or part-time (10 hours per week). All graduate assistants are considered student employees. Graduate assistants who provide primary teaching responsibilities, grade assignments, assist with the delivery of instruction through technology, and provide other assistance related to instruction under the active supervision of a member of the university faculty are teaching assistants. Graduate assistants who provide support of research, scholarship, or creative activity are research assistants. Graduate assistants who provide support functions to a unit and are related to the graduate students' program of study are graduate support assistants. (See FSH 1565 H-2 for full definitions.) Those appointed to graduate assistantships supported by the university are advised that the appointments are tenable only in the program of the major field of study, except where prior written exceptions are made. Annual leave, sick leave, and health insurance benefits are not available for graduate assistants.

Graduate assistant appointments are awarded as either full-time (.5 FTE, 20 hours per week) or part-time (.25 FTE, 10 hours per week). All graduate assistants must be registered as full-time students (9 credit minimum).

Full-time graduate assistants may accept an additional temporary help appointment not to exceed 10 hours per week. All temporary help appointments should be monitored to ensure the graduate assistant is able to keep up with both their academic work and the effort expected as a graduate assistant. International students must consult International Programs to confirm eligibility to work more than the full-time (20 hours per week) assistantship. Any temporary help appointment over 10 hours requires the approval of the Dean of the College of Graduate Studies.

Continuation of any graduate assistantship after the first semester is contingent upon remaining in good academic standing; satisfactory teaching, service, and/or laboratory performance; acceptable progress toward the degree; and having met the program and University's policies and procedures. U of I policies are available online in the Faculty Staff Handbook.

Graduate assistants are required to sign a Terms of Employment form for University of Idaho Employees. All assistants are required to have personal health insurance coverage or enrollment in the Student Health Insurance Program. Stipends for assistantships vary depending upon the type of assistantship, the discipline of the graduate program, and the length of service. Contact the Director of Graduate Studies in the program for current stipend levels.

All new graduate assistants are required to attend the Graduate Assistant Institute prior to the beginning of the semester in which they are first offered an assistantship. Dates and times are posted on [www.uidaho.edu/cogs](http://www.uidaho.edu/cogs) (<http://www.uidaho.edu/cogs/>). Additionally, graduate assistants are required to complete a follow-up program through the university online learning management system. All new international TAs are required to register for and successfully complete INTR 508 - Teaching and Learning Strategies for International Teaching Assistants (see University course schedule for times and location).

Graduate tuition and fees (excluding special lab and course fees) will be paid for each full-time graduate teaching and support assistant. Teaching and support assistants on half appointments will have 50% of their tuition and fees paid. The College of Graduate Studies pays the tuition and fees for teaching assistants. Support assistants' tuition and fees will be paid by the hiring unit. Research assistant tuition and fees may be paid by the hiring unit or through a grant/contract.

Students on an assistantship cannot use a staff fee waiver, staff spouse fee waiver or senior scholar fee waiver.

### **Research Fellowships**

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