

## General Policies

### Your Rights and Responsibilities

Boise State University challenges its students to reach their highest levels of performance, encourages them to excel in academics and sports, and invites them to participate in the many cultural and social activities available at the university. At the same time, Boise State University expects students to conduct themselves in a manner compatible with the university’s function as an institution of higher learning. Therefore, we have published this catalog and the Boise State University Student Handbook to acquaint you with your rights and responsibilities as a student. You can obtain a copy at www.boisestate.edu/vpsa/documents/studenthandbook0810.pdf.

**Office of Student Rights and Responsibilities** Boise State is committed to maintaining a strong, academically honest environment, free from harassing and disruptive behavior. The Office of Student Rights and Responsibilities serves as the central coordinating office for students who violate University student conduct regulations. The office also coordinates the Student Mediation program and processes for assisting students who are at-risk.

For further information please call (208) 426-1527 or visit www.boisestate.edu/osrr/.

### Academic Honesty

The university’s goal is to foster an intellectual atmosphere that produces educated, literate people. Because cheating and plagiarism are at odds with that goal, they shall not be tolerated in any form. Students are expected to adhere to the rules and regulations as set forth in the Student Code of Conduct. Therefore, all work submitted by a student must represent that student’s own ideas and effort; when the work does not, the student has engaged in academic dishonesty.

Plagiarism occurs when a person passes in another person’s work as his or her own or borrows directly from another person’s work without proper documentation. For example, academic dishonesty occurs whenever a student:

- buys a paper or other project, then seeks to receive credit for the paper or project
- copies from another student’s exam, either before, during, or after the exam
- uses “crib notes” while taking an exam or uses information stored in a computer or calculator (if prohibited from doing so)
- allows another person to take an exam in his or her place or takes an exam for another person
- collaborates on take-home exams when such collaboration is forbidden
- copies the work of another person and attempts to receive credit for that work
- fails to properly document source material in a paper or project
- receives editorial assistance that falls outside the scope of acceptable assistance

**NOTE:** The list above is intended only to provide general guidelines for recognizing and avoiding common types of academic dishonesty. It is in no way an exhaustive or comprehensive list of all the types of academic dishonesty.

Except in cases of major offenses, responding to academic dishonesty is the responsibility of the instructor of the course in which the dishonesty occurs. If a student is responsible of academic dishonesty, the student may be dismissed from the class and may receive a failing grade. Other penalties may include suspension or expulsion from school.

For more information about academic honesty, see the following publications:

- Boise State University Policy Manual
- Boise State University Student Handbook
- Student Code of Conduct (www.boisestate.edu/osrr/)

### Student Records

Graduate Admission and Degree Services maintains a permanent file for each student who has applied for admission to the Graduate College; your file will contain your application for admission, official transcripts, test scores, and any correspondence related to that application. Another file at the Registrar’s Office contains your permanent transcript record and all materials that document that transcript record. And, your faculty advisor will maintain a file of advising records, grade sheets, and correspondence.

In general, you have the right to review the documents that constitute your official record, and you have the right to request copies of those documents. If you request copies, Boise State University will provide them in a timely and efficient manner.

The following sections provide more detail about your official record at Boise State University, about your rights and responsibilities regarding that record, and about Boise State University policies and procedures governing the information that your record contains. Other publications discussing these matters include the Boise State University Policy Manual and the Boise State University Student Handbook.

### Transcript Records

The Registrar’s Office makes every effort to ensure that transcript records are up-to-date and accurate. You have the right to appeal any information on your transcript that inaccurately reflects your academic history. However, information on a transcript is changed only in extraordinary or extenuating circumstances.

If there is an error or omission on your transcript, send a detailed description of the error or omission, along with copies of the relevant documents, to the Registrar’s Office, Administration Building, Room 110, (208) 426-4249.
Confidentiality and Privacy

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 of 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, that 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 discloses 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 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.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

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 20202-5901.

The information listed below is considered public information:

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

If you wish to limit access to this information, log into BroncoWeb and click on the FERPA Directory Restrictions link.

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

You must complete a privacy release form to allow individuals other than yourself to access your student records related to grades, financial aid, and account.

Verification of Your Enrollment Status

Your enrollment status is public information unless you have notified the university that you want it to be treated as confidential (see "Confidentiality and Privacy" above). In responding to inquiries from outside the university, Boise State University calculates your enrollment status according to Table 1. Requests for verification of enrollment status often come from such businesses as employment agencies, insurance companies, and lending agencies.

<table>
<thead>
<tr>
<th>Number of Credits (currently enrolled)</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 or more</td>
<td>Full-Time</td>
</tr>
<tr>
<td>5 to 8</td>
<td>Half-Time</td>
</tr>
<tr>
<td>4 or fewer</td>
<td>Less Than Half-Time</td>
</tr>
</tbody>
</table>

Note: If you are receiving financial aid, please read the Financial Aid for Graduate Students section for additional enrollment requirements to maintain your financial aid eligibility.

Note: If you are receiving benefits under the G.I. Bill, you should contact the Veteran’s Services Office, Administration Building, Room III, to determine your enrollment status.

Table 1
Schedule Used to Determine Graduate Enrollment Status for Federal Financial Aid
General Policies

Name Changes
Currently enrolled students should promptly report a change of name to the Registrar’s Office, Administration Building, Room 110. You may do so by completing a Student Information Update form and return the form to the Registrar’s Office, Administration Building, Room 110. You must provide evidence showing that your name has officially changed, such as a certified copy of a court order, a marriage certificate, or a dissolution decree reflecting the new name in full.

If you are also an employee of the University, you must report your name change to the Department of Human Resource Services, Administration Building, Room 218 (documentation requirements may differ).

Address Changes
Whenever Boise State University 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 at bweb@boisestate.edu, or by sending in a change-of-address card from the post office to the BroncoWeb Help Center, Administration Building, Room 110. Currently enrolled students must update address information by logging on to BroncoWeb (http://broncoweb.boisestate.edu/).

Administrative Withdrawal from Boise State University
An administrative withdrawal is the process by which Boise State University formally withdraws a student from the university, usually without the student’s consent or cooperation. In performing its function as an institution of higher learning, Boise State may administratively withdraw any student who interferes with the university’s ability to perform that function. In addition, students may be administratively withdrawn for a variety of other reasons, including the following:

- failure to meet academic performance requirements
- falsifying or omitting required information on a graduate admissions application or other university record or document
- failure to submit all required graduate admissions materials within two semesters
- failure to pay deferred fee payments, library fines, overdue loans, housing accounts, or other charges
- failure to respond to an official summons issued by the university
- exhibiting behavior that constitutes a clear and present danger to themselves or to others

To initiate an administrative withdrawal, the graduate program coordinator or department chair must submit a letter to the Dean of the Graduate College justifying the withdrawal of the student. If the graduate dean agrees that withdrawal is justified, he or she will complete the withdrawal procedure in cooperation with the Registrar’s Office. Please refer to the section on Graduate Academic Regulations with special attention to Academic Performance for more information on administrative withdrawals.

Administrative withdrawals due to ineligibility to be in a course or continue in school for reasons other than nonpayment of financial obligations will not appear on the student’s transcript.

Right of Appeal
You have the right to appeal any academic policy or requirement if either of the following conditions is present:

- Extenuating circumstances make it impossible for you 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 your 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.

If you appeal an academic policy or requirement, that appeal will be reviewed by the Dean of the Graduate College and by the University Academic Appeals Committee if appropriate. Appeals for current semester complete withdrawals should be directed to the Office of the Registrar. For more information about appeals and grievances, see the Boise State University Student Handbook and the Boise State University Policy Manual. Contact the Office of the Registrar, Administration Building, Room 110, (208) 426-4249.

Questions About These Policies?
If you have questions about these policies, contact the Registrar’s Office, Administration Building, Room 110, (208) 426-4249.
Graduate Admission Regulations

Admission Requirements

Any applicant who seeks admission to a graduate degree or certificate program is said to be applying as a graduate degree-seeking student. All other graduate applicants are said to be applying as graduate nondegree-seeking students and may be admitted to the Graduate College only.

Minimum Admission Requirements of the Graduate College

All applicants must hold 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 Registrar. If an applicant is applying as a graduate degree-seeking student, his or her undergraduate academic record must be of high enough quality to satisfy at least one of the following grade point average (GPA) requirements referred to a 4-point maximum scale:

1. a GPA of 3.0 or higher computed for all undergraduate credits;
2. a GPA of 3.0 or higher computed for the last half of the undergraduate credits.

Finally, if the applicant is applying as a graduate degree-seeking student and was a graduate degree-seeking student elsewhere but did not complete the program, the applicant must demonstrate that he or she departed that program in good academic standing.

Admission Requirements for a Graduate Degree or Certificate Program

Achievement of the minimum admission requirements of the Graduate College does not guarantee admission to a graduate program. Furthermore, a student who is admitted to a graduate program is not guaranteed admission to any other graduate program at any time in the future. Admission to a graduate program is competitive and qualified applicants may be denied admission depending on a wide variety of programmatic variables. To ensure the best possible opportunity for admission, each applicant is strongly encouraged to review the specific admission requirements and application procedures given in this catalog for the program of interest. Applicants are cautioned that review of an application cannot begin until all application materials are received, including those that are specific to a particular program. Applicants can monitor the arrival of admission materials using the Admissions Check-list on BroncoWeb.

Admission Status for Degree-Seeking Students

An applicant who applies as a graduate degree-seeking student and holds the required baccalaureate degree will be admitted initially to the Graduate College but not to the graduate program. Once Graduate Admission and Degree Services receives all necessary application materials, a Program Admission Recommendation form with supplemental student information is forwarded to the academic unit that has administrative responsibility for the program. The applicant is said to be in PDR admission status (PDR indicates pending department review). An applicant in PDR status may enroll in courses for which he or she is eligible but is not permitted to work toward a graduate degree or certificate and is not eligible for federal financial aid. If the applicant completes courses while in PDR status and is later admitted to a graduate program, the responsible academic unit may recommend to the Graduate College that some of the courses completed during PDR status be applied to the credit requirements of the program. The academic unit may define a maximum number of applicable credits of this type for the program, but the maximum cannot exceed one third of the total credit requirement, and all final decisions on the applicability of such credit rests with the Dean of the Graduate College or designee.

The academic unit responsible for the graduate program takes the application into consideration using its normal process to determine the admission recommendation. This process is usually overseen by a faculty member who is appointed as the graduate program coordinator. Once the process is complete, the graduate program coordinator completes the Program Admission Recommendation form and forwards it to the Dean of the Graduate College. The graduate dean or designee makes the final admission decision and notifies the student and the academic unit. If the student is admitted to a graduate program, his or her admission status changes from PDR to either regular status or provisional status and the student becomes eligible for financial aid. Regular status indicates admission of the student to full graduate standing in a program with no special conditions. Provisional status establishes special conditions such as a probationary period and/or other specific stipulations that must be satisfied by the student within a reasonable time. If the academic unit and the Graduate College jointly determine that the student has been successful in removing the conditions of provisional status, then the student is promoted to regular status by the Dean of the Graduate College. If promotion to regular status is denied, then the student is administratively withdrawn from the graduate program by the Dean of the Graduate College.

Admission Status for Nondegree-Seeking Students

A student admitted to the Graduate College as a graduate nondegree-seeking student may take courses of interest for which he or she is eligible but may not work toward a graduate degree or certificate and is not eligible for federal financial aid. If the student completes courses while in graduate nondegree-seeking status and later applies and is admitted to a graduate program, the responsible academic unit may recommend to the Graduate College that some of the courses completed while in graduate nondegree-seeking status be applied to the credit requirements of the program. The academic unit may define a maximum number of applicable credits of this type for the program, but the maximum cannot exceed one third of the total credit requirement, and all final decisions on the applicability of such credit rests with the Dean of the Graduate College or designee.

Application Deadlines for Degree-Seeking Students

The academic unit responsible for a graduate program may set one or more standard application deadlines appropriate for management of the program. Prospective students who wish to apply as graduate degree-seeking students are therefore strongly encouraged to consult the description of the program of interest in this catalog and to contact the graduate program coordinator with questions regarding application deadlines. If the program is not specific about its application deadlines, then the Graduate College strongly encourages
prospective students to submit all application materials seven to nine months in advance of the anticipated starting semester or term. If the program states that it accepts applications at any time, then the application deadlines are those of the Graduate College:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
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<tbody>
<tr>
<td>Fall Semester 2009</td>
<td>June 30, 2009</td>
</tr>
<tr>
<td>Spring Semester 2010</td>
<td>December 4, 2009</td>
</tr>
<tr>
<td>Summer Sessions 2010</td>
<td>One week before classes begin</td>
</tr>
</tbody>
</table>

### Application Deadlines for Nondegree-Seeking Students

Applications from graduate nondegree-seeking students are accepted any time but prospective students are advised to submit all application materials well in advance of the start of the desired semester or summer session.

### Applying as a Degree-Seeking Student

To apply for admission as a degree-seeking student, complete the following steps before the application deadline (see Application Deadlines for Degree-Seeking Students above):

1. Submit an application for admission to Graduate Admission and Degree Services, along with the nonrefundable application fee. An application is available inside the front cover of this catalog or you may submit an online application available at www.boisestate.edu/gradcoll.

2. Request official transcripts from each educational institution (excluding Boise State) you have attended beyond high school. Instruct the institutions to send the transcripts directly to Graduate Admission and Degree Services, Room 141, Math/Geosciences Building, Boise State University, 1910 University Drive, Boise, ID 83725-1110.
3. Take any standardized exam, such as the Graduate Record Exam (GRE), required by the program to which you are applying. Ensure that the results of these exams are forwarded to Graduate Admission and Degree Services. The institutional code for Boise State University for all examinations administered by the Educational Testing Service (ETS) is 4018. For information about specific program requirements, see the program descriptions in this catalog.

4. Submit all required letters of recommendation and other materials to the program to which you are applying.

After completing the steps listed above, you are eligible for admission to the Graduate College. Completing the steps, however, does not ensure that you will be admitted to the graduate program of interest. You must be recommended for admission by the academic unit that is responsible for the graduate program, and the Dean of the Graduate College must concur with that recommendation. You are officially admitted to the graduate program only after receiving written notification that you have been admitted from the graduate dean.

Applying as a Nondegree-Seeking Student

You may apply for admission as a nondegree-seeking student if you have earned a bachelor’s degree or a higher degree from a regionally accredited institution.

If you decide to become a degree-seeking student, you will be required to meet the GPA and all other requirements of the program to which you 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 application for admission to Graduate Admission and Degree Services, along with the nonrefundable application fee. The current application fee is available online at www.boisestate.edu/gradcoll or call (208) 426-3903. An application is available inside the front cover of this catalog or you may submit an online application available at www.boisestate.edu/gradcoll.

2. Request an official transcript from the institution (excluding BSU) that granted your bachelor’s degree or higher degree. Instruct the institution to send the transcript directly to:
   Graduate Admission and Degree Services
   Math/Geosciences Building, Room 141
   Boise State University
   1910 University Drive
   Boise, ID 83725

If you are a nondegree-seeking student, you may register for as many credits as you wish as long as the courses are not restricted and you have met the necessary prerequisites. However, you will be ineligible for federal financial aid.

Applying for Admission as an International Graduate 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 plan to come into the United States with a student visa.

You may apply for admission as a graduate student if you have earned—from an accredited institution—the equivalent of a U.S. four-year bachelor’s degree or a higher degree, even if you plan to enroll in an undergraduate program.

To apply for admission to Boise State, complete the following steps before June 1 for Fall semester and before October 15 for Spring semester.

1. Submit a completed International Student Graduate Application to the Boise State University International Admissions Office, Administration Building, Room 107 along with the nonrefundable application fee. The current application fee is available online at www.boisestate.edu/gradcoll or call (208) 426-3903.

2. Request official transcripts and proof of degree from each educational institution you have attended beyond high school or the equivalent of high school. Instruct the educational institutions to send the transcripts directly to:
   International Admissions Office
   Administration Building, Room 107
   Boise State University
   1910 University Drive
   Boise, ID 83725

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 Student Admissions Office, you may substitute 1) certified or attested copies of official academic records and 2) proof of four-year degree. The certified copies must be issued or attested by an official of the institution.

3. If your first language is not English, take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System test (IELTS). Ensure that the results of these exams are forwarded to the Boise State University International Admissions Office. (The institution code number for Boise State University is 4018.) All graduate programs (except those noted below) require a minimum TOEFL score of 550 (paper-based test) or 80 (internet-based test), or an IELTS score of 6.0. Graduate programs in the following academic units require a minimum TOEFL score of 587 (paper-based test) or 80 (internet-based test), or an IELTS score of 6.5: College of Business and Economics, College of Engineering (excluding the M.S. Instructional and Performance Technology program), and the Department of Educational Technology. TOEFL or IELTS scores must not be older than two years at the time of application.
Graduate Admission Regulations

4. Take the Graduate Management Admission Test (GMAT), Graduate Record Exam (GRE), or any other predictive exam required by the program to which you are applying. Ensure that the results of these exams are forwarded to:
   Graduate Admission and Degree Services
   Math/Geosciences Building, Room 141
   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) is 4018. For information about specific program requirements, see the program descriptions in this catalog.

5. Submit all letters of recommendation and other materials required by the program to which you are applying.

6. Submit documentation sufficient to demonstrate that you have financial resources to cover one calendar year of living expenses, tuition, and fees. Send the documentation to the International Admissions Office.

After you have met all of the requirements for admission and have been accepted to a degree program, the International Admissions Coordinator will issue you an I-20 form, which you will need to obtain an F-1 student visa. If you would like additional information, please contact the International Admissions Office at: (208) 426-1757.

NOTE: All international students must purchase the mandatory health insurance. If you are enrolled full-time, your student fees cover the cost of participating in Boise State’s health insurance plan.

NOTE: Additional information for international students is located in the Division of Extended Studies section.

Administrative Handling of Admission Documents

Graduate Admission and Degree Services 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.

Questions About These Policies?

If you have questions about these policies, contact:
Graduate Admission and Degree Services
Mathematics/Geosciences Building, Room 141
(208) 426-3903 or 426-4204
FAX (208) 426-2789
www.boisestate.edu/gradcoll
e-mail: gradcoll@boisestate.edu

International Admissions Office
Administration Building, Room 107
(208) 426-1757
http://admissions.boisestate.edu
Overview
The general academic regulations of the university that apply to graduate degree and certificate programs are developed by the Graduate Council and administered by the Graduate College. Under this general regulatory umbrella, each program is locally administered by an academic unit assigned the task by the university. The academic unit may be a department, a college, or a specially appointed unit consisting of graduate faculty from multiple departments or colleges. Although an academic unit may develop local regulations for a specific program under its control, the local regulations must be consistent with the general regulations and are therefore subject to review and approval by the Graduate Council. It is the responsibility of the Graduate Faculty and each graduate student to become thoroughly familiar with all regulations that govern the graduate program in which they participate.

Terminology
The annual academic cycle at Boise State University consists of the fall semester, spring semester, and summer session. Critical dates associated with the annual academic cycle are specified on the academic calendar. Consecutive fall and spring semesters constitute an academic year. Unless otherwise indicated, the term credit refers to academic semester credit. A graduate student is considered to be engaged in full-time graduate study by the Graduate College in a given semester or session if the student is enrolled in at least nine graduate credits. Credit is said to be applicable credit if it is eligible for application to the credit requirements of a graduate degree or certificate program.

Simultaneous Enrollment in Multiple Programs
A student at Boise State University may be enrolled in only one graduate program at a time. The only exceptions are a student may be enrolled simultaneously in 1) a graduate degree program and a graduate certificate program or 2) two graduate certificate programs. Both exceptions are subject to further conditions (see the Regulations for Graduate Certificate Programs section).

Guidance of Graduate Students
A graduate student must come under the guidance of either a supervisory committee or an advisor soon after admission to a graduate program. A supervisory committee is required for any master’s student engaged in thesis activity and for any doctoral student admitted to a specific graduate degree program. The committee consists of a major advisor and at least two but no more than four additional members. The major advisor is the primary mentor for the student and must be a member of the graduate faculty with a departmental endorsement to chair a supervisory committee. A majority of the committee membership must hold appointments in the academic unit responsible for the program.

Appointment of a supervisory committee is initiated by the academic unit by submitting a Request to Appoint a Supervisory Committee form. This form must include a recommended committee membership based on a reasonable match between student and faculty academic interests. The graduate dean can either appoint the recommended committee or solicit an alternative recommendation from the unit. Once the graduate dean is satisfied with the recommended committee, he or she formally appoints the committee and provides appropriate notifications. A change in the membership of the supervisory committee can be made after initial appointment but only according to policies and procedures developed by the academic unit and only with the approval of the Graduate College. The Request to Appoint a Supervisory Committee form must be submitted by the academic unit to Graduate Admission and Degree Services as early as possible in the career of the graduate student, and certainly no later than the time of submission of the Application for Admission to Candidacy form.

Advisor A graduate student may come under the guidance of a single advisor if the student is not otherwise required to be under the guidance of a supervisory committee. An advisor is a member of the Graduate Faculty and is appointed by the academic unit responsible for the graduate program. It is permissible for the graduate program coordinator or a graduate program director to be appointed 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 is to be directed by a supervisory committee appointed as described above.

Academic Performance
Every student who is admitted to a graduate program (degree or certificate) must meet all of the academic performance requirements listed in this section. In order to conform with previous policies of the Graduate College on academic performance, the semester GPA requirement is effective beginning with the fall 2003 semester and the determination of academic notice disregards earlier semesters and summer sessions.

Semester GPA Requirement A student who is admitted to a graduate program is required to achieve a semester grade point average (semester GPA) of 3.0 or better each and every semester or summer session in which he or she is enrolled through program completion. If a student fails to meet the semester GPA requirement and the failure is the first occurrence since admission to the program, the student will be placed on academic notice by the Graduate College but will be allowed to continue in the program. If a student fails to meet the semester GPA requirement and the failure is the second occurrence since admission to the program, the student will be administratively withdrawn from the program by the Graduate College. The semester GPA requirement is null for those semesters or summer sessions where none of the credits taken by the student are applicable to the GPA calculation.
Program GPA Requirement A student who is admitted to a graduate program is required to list on the Application for Admission to Candidacy form (for a degree program) or the 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 specific courses. If a student fails to achieve a program GPA of 3.0 or better, the student is ineligible for a degree or certificate and should consult the graduate program coordinator for advice and possible options.

Individual Course Requirements A student who is 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, except that an undergraduate course, a G-designated course, or a transfer course cannot be listed if it is graded lower than B. If the grade for a specific course that is required by the 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 that grade cannot be improved under the course repetition policy (see Repetition of Courses below), then it is not possible for the student to complete the program requirements and he or she will be administratively withdrawn from the program by the Graduate College.

Repetition of Courses

Repetition to Improve a Grade A graduate student who has completed a 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. Certain courses cannot be repeated to improve a grade, including 590 Practicum/Internship, 591 Project, 593 Thesis, and 693 Dissertation. If an attempt to repeat a course results in a grade of W or CW, an additional attempt is not permitted unless extenuating circumstances can be documented that are clearly beyond the control of the student.

A course that has been completed more than once in an attempt to improve a grade can be listed only once on the Application for Admission to Candidacy form (for a degree program) or the 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 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 university policy 2200. In order to conform with 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 course numbers and some departmental courses (such as MUS 563 and MUS 564) 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 Application for Admission to Candidacy form (for a degree program) or Proposed Plan of Study for a Graduate Certificate (for a certificate program) form subject to all approvals and limitations of the graduate program and the Graduate College.

Transfer Credit

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 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 Registrar; continuing education units (CEU) and other non-academic credits are ineligible for 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 for 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 academic unit responsible for 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 of the total credit requirement for the degree or certificate must be earned at Boise State University since admission to the program. An academic unit responsible for a particular 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 of the total credit requirement of a graduate certificate or degree. Furthermore, the Graduate College recommends that the applicable credit earned in G-courses and 500-level dual-listed courses together should not exceed one half of the total credit requirement of a graduate certificate or degree. The academic unit responsible for a 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 academic units as an intermediate accomplishment or stepping stone between a baccalaureate degree and a master’s degree (see Regulations for Graduate Certificate Programs). 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. This process 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) all time constraints imposed by the Graduate College that govern the applicability of the credit must be met (including the requirement that at least two thirds of the total credit requirement for the master’s degree must have been earned since admission to the master’s program); 3) the dual application of credit must be approved by the student’s advisor or by the chair of the supervisory committee. In no case may dual application of credit exceed one half of the total credit requirement for the master’s degree. The creation of analogous arrangements between graduate certificates and doctoral degrees is prohibited by the Graduate Council.

**In-Service Teacher Education or Professional Education Workshop Courses**
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 certificate or degree program (see section V.R.3.a.x.(d) of the Governing Policies and Procedures of the Idaho State Board of Education).

**Challenge Courses**
If a graduate student requests the opportunity to challenge a course in a graduate program, the department offering the course will decide whether to grant that opportunity. Proctoring fees and/or per-credit fees may be charged by the department. For interdisciplinary courses, the decision will be made by the coordinator of the graduate program to which the course applies.

**Graduate Credit Option 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. The student may request permission to earn graduate credit (option I) or upper-division undergraduate credit (option II) for a given course but cannot request both options.

**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 responsible academic unit has the authority to decide which courses (if any) completed as a senior can be applied to the credit requirements of the program. The academic unit 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 of the total credit requirement.

**Upper-Division Undergraduate Credit (Option II)** The student may apply up to two successfully completed 500-level courses to his or her upper-division credit requirement for a baccalaureate degree.

**Other Limitations** Undergraduate students may not enroll in 600-level courses. Courses offered as part of the Master of Business Administration program are excluded from enrollment by all undergraduate students. Students admitted by the Graduate College to work on an accelerated master’s degree are not governed by a Permit for Seniors to Take Graduate Courses, but are subject to course limitations imposed by the Graduate College and by the participating academic unit or units.

**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 detailed plan of study for a graduate student. This official review allows the Graduate College to identify degree requirements and graduate regulations that may have been overlooked or misinterpreted by the student or anyone providing advice to the student. If left undetected and uncorrected too long, these shortcomings can seriously delay progress toward a graduate degree. The candidacy process also helps the Graduate College update the student’s degree progress report 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.

The requirements for admission to candidacy depend on the type of graduate degree as follows:

**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 half of the total credit requirement with individual course grades of C or better and a GPA of at least 3.0 (computed for the set of courses).

**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 requirement and the doctoral residency requirement, and has completed a set of courses sufficient to satisfy at least half of the total credit requirement with individual course grades of C or better and a GPA of at least 3.0 (computed for the set of courses).

**General Procedures** 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 form. This form 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 graduate catalog (see Choice of Graduate Catalog below). The student is responsible for completing and signing the Application for Admission to Candidacy form and obtaining the necessary signatures at the program level (chair of the supervisory committee or advisor, graduate program coordinator or director). The form is then submitted by the student to the Graduate College for final review and approval. If any deficiencies are found in the list of courses, the Graduate College will notify the student and help find remedies that are acceptable to the Graduate College. Once the Application for Admission to Candidacy form is approved by the Graduate College, the student is notified that admission to candidacy has been granted, and the form becomes a binding agreement between the student and the university. A change in an approved Application for Admission to Candidacy form can be requested by submitting a Request for Adjustment of Academic Requirements form to the Graduate College (see Adjustment of Academic Requirements below).

**Timing** Although the academic calendar specifies a submission deadline for the Application for Admission to Candidacy form, the Graduate College strongly recommends that the student submit the form as soon as half of the total credit requirement for the degree is completed. If a student waits until the deadline specified in the academic calendar and the Graduate College finds deficiencies in the list of courses, the student may not be able to complete the
Adjusted of Academic Requirements
The graduate catalog chosen by a student determines the program requirements that must be met by the student (see Choice of Graduate Catalog below). 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 Application for Admission to Candidacy form (for a degree program) or the approved 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.

Theses and Dissertations
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 come in proper order, and each subsequent step cannot be undertaken until the student successfully completes the prior step:

1. The thesis or dissertation is defended by the student 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. 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 a final reading approval.
3. The student 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.

After successfully completing the format review, the student submits the final version of the thesis or dissertation to the Graduate College in electronic and paper formats for review by the Dean of the Graduate College. The thesis or dissertation requirement of a graduate degree program is not considered satisfied until the Dean of the Graduate College approves this final version.

The detailed requirements and procedures of the format review are given in a manual called Standards and Guidelines for Theses and Dissertations (available online from the Graduate College). A thesis or dissertation that does not conform to the Standards and Guidelines for Theses and Dissertations will be returned by the Graduate College to the student for corrections. The issues addressed in Standards and Guidelines for Theses and Dissertations 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. The Graduate College also has the authority to make rulings on matters of style, but since these concerns often depend on the discipline, considerable latitude to determine style is usually granted to the academic units responsible for individual graduate programs. Although 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, the Graduate College will provide preliminary advice on request. Students with questions about any aspect of the format review are encouraged to contact the Coordinator of Theses and Dissertations in the Graduate College.

After the thesis or dissertation has passed the format review, the student must provide the Graduate College with the final version as an electronic file (in a specified format) and in the form of two paper copies (on 25% cotton paper); the student must also pay a binding fee for the paper copies. This submission of the final version of the thesis or dissertation to the Graduate College should take place before the deadline published in the academic calendar. The electronic file is for the digital university repository known as ScholarWorks, and the two paper copies are for the university library (one for the archive and one for circulation). If the academic unit also requires a paper copy, the student submits that copy with an additional binding fee to the Graduate College for a total of three paper copies. Any paper copies beyond those required for the library and the academic unit are considered personal copies by the Graduate College and are the responsibility of the student.

Because a thesis or dissertation is considered to be a significant contribution to a discipline, the Graduate College requires that all theses and dissertations be archived and made publicly accessible. Theses and dissertations are archived and made publicly accessible primarily through ScholarWorks and secondarily through the traditional paper library collection. 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 on an Access Agreement for a Thesis or Dissertation form. Approval by the Graduate College of an Access Agreement for a Thesis or Dissertation form is a graduation requirement for all students who complete a thesis or dissertation as part of a graduate degree program.

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 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). However, if a culminating activity is not represented by a course, then the result of the activity must be documented by a Report of Culminating Activity form that is submitted to the Graduate College by the academic unit responsible for the graduate program.

Applying for Graduation

A student nearing completion of the requirements for a graduate degree or certificate program must apply for graduation and pay the required graduation fee. This process initiates a final audit of the student’s academic records by the Registrar and reserves an official embossed diploma or certificate. To apply for graduation and pay the graduation fee, a student logs on to BroncoWeb, choose the Apply for Graduation option from the drop down list under Academics. The 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 and are required to contact the Registrar 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. A student completing a graduate certificate program is not eligible to participate in commencement unless he or she is also a candidate for a graduate degree and has been cleared for participation by the Registrar. Diplomas and certificates are mailed to recipients after satisfactory completion of a final degree audit of all program requirements by the Registrar.

Program Time Lines

All time lines associated with graduate degree and certificate programs are published each semester or summer session in the 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, and 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.
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 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 half 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 graduate credits earned in courses exclusive of university-wide graduate courses 591-600, 683, 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 (see Restrictions on Certain Courses below). In all cases, at least two thirds of the total credit requirement must be earned at Boise State University since 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 courses completed at another college or university) must be started and completed within a single continuous interval of no more than four years; extensions of this time limit are prohibited by the Graduate College.

Restrictions on Certain Courses
All graduate certificate programs must be consistent with the following restrictions. An academic unit responsible for 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 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.

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 content of the two programs are logically related; 2) the specific policies of the two programs permit co-enrollment; 3) 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. Because at least two thirds of the total credit requirement for a certificate must be earned at Boise State University since 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.

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.
Regulations 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 archived and made publicly accessible by the university. 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; see “Guidance of Graduate Students” in the Graduate Academic Regulations section.

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 (see Restrictions on Certain Courses below). In all cases, at least two thirds of the total credit requirement must be earned at Boise State University since admission to the 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 academic unit responsible for the 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 of the total credit requirement. Exceptions to the culminating activity requirement can only be made on a programmatic basis 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 experts (see Final Oral Examination below).

Duration of Graduate Study  The minimum duration of study for the master’s degree is one academic year after admission to the program. All requirements for a master’s degree (including courses completed at another college or university) must be started and completed within a single continuous interval of no more than seven years.

Restrictions on Certain Courses
All master’s programs must be consistent with the following restrictions. An academic unit responsible for a particular master’s program may impose more stringent restrictions for that program.

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 (see Second Master’s Degree below) 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 also limited by any stipulations that apply to the requirements for second master’s degrees and accelerated master’s degrees.

Aggregate Restriction  No more than one third of the total credit requirement exclusive of culminating activity credit can be met by the sum of credits earned in undergraduate courses, pass-fail courses, and university-wide courses numbered 590, 594-598, and 696-697 (or equivalent courses that may appear as transfer credits).

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 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.
Master’s Programs Regulations

Registration for Thesis Credit  
A master’s student who is engaged in thesis activity during any semester or session, including the semester or session of the final oral examination and the semester or session in which the thesis in final form is submitted to the Graduate College, must register for at least one credit of 593 Thesis, regardless of the number of 593 Thesis credits already accumulated by the student.

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 academic unit responsible for the 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. See Final Oral Examination and Failure of a Comprehensive Examination or Final Oral Examination below.

Final Thesis Approvals and Procedures  
It is important for the student to keep in mind that 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 be granted final reading approval by the major advisor (chair of the supervisory committee), and must pass the format review of the Graduate College. The thesis in final form must also be approved by the Dean of the Graduate College, and because the thesis is expected to be available to other scholars and to the general public, the entire thesis must be archived and made publicly accessible. Please refer to Theses and Dissertations in the Graduate Academic Regulations section of this catalog.

Project  
A project is a substantial exercise that demonstrates the ability of a master’s student to carry out independently and successfully 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 academic unit responsible for a 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 academic units archive projects. However, it is permissible for an academic unit 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 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) must be assigned to all 591 credits registered by the student during his or her career in the 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 credits awarded for 592 Portfolio is determined by the graduate program. The student registers for portfolio credit during the last semester when the portfolio, in final form, is expected to achieve full approval and be assigned a grade. In the event that full approval is delayed, the student may receive a grade of incomplete (I). The incomplete must be resolved the following semester or term.

Portfolio Grading  
All 592 Portfolio credits are graded either pass (P) or fail (F).

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 may use university-wide graduate course 590 Practicum/Internship.

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 academic unit responsible for 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 academic unit in the design, administration, and evaluation of a comprehensive examination. However, the results can only be reported as pass or fail, the examination date must be no later than the deadline specified in the academic calendar, and the student must be registered for at least one credit during the semester or term of the comprehensive examination. This registration requirement may be satisfied by enrollment in any course for academic credit. In many programs the registration requirement is automatically satisfied because the academic unit requires the student to register for one credit of 600 Assessment (with Comprehensive Examination as the optional modifier). If the comprehensive examination is not represented by a course number such as 600 Assessment, the results must be reported to the Graduate College with a Report of Culminating Activity form.

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, and 3) a private question and answer session with a committee of experts known as 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 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 to the defense committee as a nonvoting member by the Dean of the Graduate College. 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 academic unit responsible for the 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 and 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 Comprehensive Examination or Final Oral Examination

A comprehensive examination or final oral examination for a master’s student that is failed on the first attempt can be repeated once but only if a repeat attempt is requested by the student and approved by the academic unit responsible for the program. The student request must be in writing to the head of the academic unit and must be made within five working days after the student is notified of his or her failure. If a repeat attempt is not requested by the student, or if a request is made by the student but not approved by the academic unit, then the student is administratively withdrawn from the program by the Graduate College. If the student’s request is approved by the academic unit, then the repeat attempt must occur within twelve months after the first attempt. If the student does not repeat the examination within twelve months after the first attempt, or if the student fails the repeat attempt, then the student is administratively withdrawn from the program by the Graduate College. Any extension of the twelve-month limit on the repeat attempt must be approved by the academic unit and by the Dean of the Graduate College.

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 in the program for the first degree may be counted toward the second degree at the discretion of the supervisory committee or advisor and with the approval of the Dean of the Graduate College. Credit for culminating activities is automatically excluded from application to both degrees. At least two thirds of the credit applied to the second degree must represent new course work (i.e., courses not already applied to the first degree).
3. All requirements for the second degree (including courses completed at another college or university) must be started and completed within a single continuous interval of no more than seven 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.

Handbook of Procedures

An academic unit may compile a handbook of procedures for a master’s program for which the unit has responsibility. A copy may be obtained through the graduate program coordinator for the program.
Regulations for Doctor of Philosophy Programs

Description

The Doctor of Philosophy (Ph.D.) degree is the most advanced research degree awarded by the university. It 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. degree generally engage in careers of active scholarship in a wide variety of employment settings.

Degree Requirements

Supervisory Committee

A student admitted to a Ph.D. program must be under the guidance of a supervisory committee appointed soon after admission; see “Guidance of Graduate Students” in the Graduate Academic Regulations section.

Credit Requirements

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

- 66 total credits consisting of 18 credits in 693 Dissertation plus 48 credits in other courses. Of the 48 credits in other courses, 24 credits must be earned in graduate courses in the major field of study with 12 such credits in 600-level courses. Any deviation of a Ph.D. curriculum from these stipulations must be approved by the Graduate Council. 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 are allowed (see Restrictions on Certain Courses below). In all cases, at least two thirds of the total credit requirement must be earned at Boise State University since admission to the program and all credit must be approved for application by the supervisory committee.

Residency

A Ph.D. student must spend at least one academic year in full-time, on-campus graduate study at Boise State University.

Comprehensive Examination

A Ph.D. student must pass a comprehensive examination that assesses 1) depth and breadth of knowledge in the major field of study and in one or more related disciplines and 2) readiness to undertake dissertation research; see Comprehensive Examination below.

Language Proficiency

A Ph.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 academic unit responsible for the program.

Dissertation

A Ph.D. student must prepare a dissertation written in clear and effective English that embodies the results of his or her original scholarly research (see Dissertation below).

Final Oral Examination

A Ph.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 with experts (see Final Oral Examination below).

Duration of Graduate Study

The minimum duration of study for the Ph.D. degree is three academic years beyond the baccalaureate degree. All requirements for a Ph.D. degree (including courses completed at another college or university) must be started and completed within a single continuous interval of no more than ten years.

Restrictions on Certain Courses

All Ph.D. programs must be consistent with the following restrictions. An academic unit responsible for a particular Ph.D. program may impose more stringent restrictions for that program.

Undergraduate Courses

An undergraduate course may be applied to meet the credit requirements of a Ph.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 Ph.D. 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. 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 of the total credit requirement for the Ph.D. degree must be earned at Boise State University since admission to the program.

Aggregate Restriction

No more than one third of the total credit requirement exclusive of culminating activity credit (693 Dissertation) can be met by the sum of credits earned in undergraduate courses, pass-fail courses, and university-wide courses numbered 590, 594-598, and 696-697 (or equivalent courses that may appear as transfer credits).

Comprehensive Examination

The comprehensive examination for a Ph.D. student should be administered when the student is in regular status and has completed a significant number of course credits applicable to the degree requirements. Although the comprehensive examination is required for a Ph.D. student by the Graduate College, considerable autonomy is granted to the academic unit in its design, administration, and evaluation. The result of the comprehensive examination can only be pass or fail, and is reported to the Graduate College using either a Report of Doctoral Comprehensive Examination form, or a grade of pass (P) or fail (F) assigned to 600 Assessment with Comprehensive Examination as the optional modifier.
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 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. student who is engaged in dissertation activity during any semester or session, including the semester or session of the final oral examination and the semester or session in which the dissertation in final form is submitted to the Graduate College, must register for at least one credit of 693 Dissertation, regardless of the number of 693 Dissertation credits already accumulated by the student.

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. See Final Oral Examination and Failure of the Comprehensive Examination or Final Oral Examination below.

Final Dissertation Approvals and Procedures  It is important for the student to keep in mind that a grade of pass (P) in all 693 credits is not sufficient to satisfy the dissertation requirement for a Ph.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 be granted final reading approval by the major advisor (chair of the supervisory committee), and must pass the format review of the Graduate College. The dissertation in final form must also be approved by the Dean of the Graduate College, and because the dissertation is expected to be available to other scholars and to the general public, the entire dissertation must be archived and made publicly accessible. Please refer to Theses and Dissertations in the Graduate Academic Regulations section of this catalog.

Final Oral Examination  The final oral examination for a Ph.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, and 3) a private question and answer session with a committee of experts known as 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 weeks.

The defense committee must include the entire supervisory committee plus a nonvoting graduate faculty representative (GFR) appointed by the Dean of the Graduate College. 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.

At the request of the academic unit responsible for the Ph.D. program, the Dean of the Graduate College 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 academic unit that is responsible for the Ph.D. program.

The result of a final oral examination for a Ph.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 academic unit responsible for the 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 Comprehensive Examination or Final Oral Examination  A comprehensive examination or final oral examination for a Ph.D. student that is failed on the first attempt can be repeated once but only if a repeat attempt is requested by the student and approved by the academic unit responsible for the program. The student request must be in writing to the head of the academic unit and must be made within five working days after the student is notified of his or her failure. If a repeat attempt is not requested by the student, or if a request is made by the student but not approved by the academic unit, then the student is administratively withdrawn from the program by the Graduate College. If the student’s request is approved by the academic unit, then the repeat attempt must occur within twelve months after the first attempt. If the student does not repeat the examination within twelve months after the first attempt, or if the student fails the repeat attempt, then the student is administratively withdrawn from the program by the Graduate College. Any extension of the twelve-month limit on the repeat attempt must be approved by the academic unit and by the Dean of the Graduate College.

Handbook of Procedures  An academic unit may compile a handbook of procedures for a doctoral program for which the unit has responsibility. A copy may be obtained through the graduate program coordinator for the program.
Registration Policies and Procedures

Shortly after you have been admitted to a graduate program, your department will assign a member of the faculty to serve as your academic advisor. Nondegree-seeking students may seek advising in Graduate Admission and Degree Services or the department from which you intend to take courses. Prior to registration, all students are encouraged to seek advising.

Registration is held at the beginning of each semester and at the beginning of summer sessions. All registration is completed online by selecting the BroncoWeb link on the Boise State University home page at www.boisestate.edu. You may register from your home or office, or at an on-campus computer lab. The Registrar’s Office serves as a Help Center for those students not familiar with the web process. You must have your user name and password when you register.

Registration for Continuing, New and Readmitted Students

Graduate students are initially assigned a registration appointment for fall and spring semesters.

- Fall 2009 appointments begin March 30, 2009
- Spring 2010 appointments begin October 26, 2009

Open registration begins after the fee-payment deadline for preregistered students and runs through the tenth day of the fall and spring semesters. Appointments are not assigned for summer sessions.

- Summer 2010 open registration begins February 16, 2010.

Registration Cancellation

If you wish to adjust your schedule, see instructions for adding and dropping classes. If you wish to withdraw from classes after the first day of instruction, see the instructions for “Complete Withdrawal from Boise State University.”

Academic and Fee Policy

Once you register for classes, you will remain registered and are responsible for the fees and grades assessed for these classes unless you cancel your registration, even if you do not pay for the courses or do not plan to attend. If you decide not to attend any classes, you must drop all your classes (including classes and workshops that begin later in the semester) by going through BroncoWeb at http://broncoweb.boisestate.edu not later than tenth day of classes.

If you do not cancel your registration or pay your fees by the fee payment deadline, you will remain registered, you will be charged course fees, and you will be assessed a $50 late penalty.

**NOTE:** Cancellation of courses may have financial aid impacts. You may be required to repay all, or a portion of, any financial aid awarded to you.

Credit Courses and Audit Courses

During registration, if space in the class is available, you may register for a course under audit status with the understanding that you have a seat in the class, but you will receive neither credit for the course nor a final grade. The instructor may not require you to attend class regularly, complete assigned work, take tests, or otherwise participate in the class. On the other hand, the instructor can require of you everything that is required of students who take the course for credit. Therefore, before registering under audit status, discuss your plans with the instructor.

In any of the classes in which you are enrolled, you can change the course status from credit to audit or from audit to credit before the appropriate session deadline. Please note that if you change the status from credit to audit, or from audit to credit, your instructor still defines the requirements for successfully completing the class. If you fail to meet those requirements under audit course status, your instructor may give you a final grade of “UAU” (for Unsatisfactory Audit). To change your registration status, access the Website at www.boisestate.edu and select BroncoWeb to complete the process. Please be aware that audited courses do not count towards financial aid eligibility.

Adding Classes and Dropping Classes

For a short time at the beginning of each semester, enrolled students may add classes to their schedule or drop classes from their schedule.

You may drop and add classes on BroncoWeb (http://broncoweb.boisestate.edu). For more information about dropping or adding classes, see the Boise State University Schedule of Classes or call the BroncoWeb Help Center at (208) 426-2932.

Before the semester begins you may add classes to your schedule on BroncoWeb (http://broncoweb.boisestate.edu), without first obtaining the instructor’s permission if there is space available in the class. You may continue to add classes from the first day of classroom instruction until the deadline appropriate to the semester or session. (See the academic calendar in the Boise State University Schedule of Classes for the exact deadline.)

However, after the fifth day of the semester, you must obtain the instructor’s approval to add the class. Instructors may refuse to grant permission if the class is full. They may also refuse permission if your late entry would prevent you from benefitting fully from the class, or prevent other students in the class from doing so. (If you are registering for or adding graduate readings and conference, practicum, internship or portfolio or undergraduate independent study, challenge, or credit for prior learning, you may do so through the end of the sixth week of the semester.)
You may drop classes from your schedule on BroncoWeb (http://broncoweb.boisestate.edu) through the sixth week of the semester. (See the academic calendar in the Boise State University Schedule of Classes for the exact deadline.) If you drop a class before the tenth day of the semester, the class will not appear on your transcript. However, if you drop a class after the tenth day, your transcript will contain a grade of W for that class. Grades of W will not be used in GPA calculation. Short courses, five week, and eight week block courses have different deadline dates. (See the academic calendar in the Boise State University Schedule of Classes for the exact deadline.)

**Withdrawals**

**Boise State limits the number of withdrawals (W's)** a student may receive while enrolled at Boise State University. If you are a graduate student and wish to pursue a second degree at the associate, advanced technical certificate, or technical certificate level, you may receive up to five W's. If you are pursuing a second baccalaureate degree, you may receive up to ten W's, including any received while in an associate degree, advanced technical certificate, or technical certificate program. (W's received before fall semester 1995 are not counted toward the total allowed.) Once you have exhausted the allowed number of W's, you may receive only an A+ through F in any succeeding course. There is no limit on the number of W's received if you are a graduate student enrolled in a graduate degree program.

**Exceptions:** Withdrawals from corequisite courses that must be taken together (primarily lecture/lab courses) will count as one course for permitted withdrawal purposes. Withdrawals received as a result of a complete withdrawal from the university will not count toward the allowed total.

**Note:** The university has placed limits on the number of times you may enroll in a course. See section on “Repetition of Courses” in section on Graduate Academic Regulations for more information.

**Note:** If you intend to drop a class in which you have been issued university property, such as lab equipment, uniforms, or instruments, you must return the property before dropping the class. If you fail to do so, the Registrar’s Office will place a hold on your official record, and reinstate you in the class.

**Complete Withdrawal from Boise State University**

If you wish to leave the University in GOOD STANDING (drop all courses) you must drop all your classes on BroncoWeb (http://broncoweb.boisestate.edu/). See the Academic Calendar Deadlines by Session table in the front of this catalog for specific deadlines for the various sessions. If the complete withdrawal for regular session is made after the 10th day of classes and you have not paid your fees, you are still responsible for the entire amount of fees incurred plus a $25.00 administrative processing fee.

If you do not cancel your registration, completely withdraw prior to the end of the sixth week of the semester, or fail to complete the course requirements by deadlines discussed previously will be awarded a final grade of F. Complete withdrawal after the published deadline will only be granted by special appeal and because of extraordinary circumstances. See the Registrar’s Office.

For information on refunds of tuition and fees following a complete withdrawal, see the chapter on Tuition and Fees. For important information concerning withdrawals for students receiving financial aid, see the heading “Change in Enrollment Status” in the chapter on Financial Aid for Graduate Students.

**Faculty-Initiated Withdrawal**

An instructor can withdraw a student from a course if any of the following conditions are present:

- The student fails to attend one of the first two meetings of a class that meets more than once each week.
- The student fails to attend the first meeting of a class that meets once each week.
- The student has not satisfied the entrance requirements for the class.

To withdraw a student for failing to attend one of the first two meetings of a class that meets more than once each week or the first meeting of a class that meets once each week, the instructor submits a Faculty Initiated Withdrawal form to the Registrar’s Office. Students withdrawn from a course for failing to attend these specified class meetings may re-enroll in the course with the instructor’s permission through the tenth day of the semester. (See the Boise State University Schedule of Classes for the exact deadline.)

To withdraw a student for failing to satisfy entrance requirements, the instructor or the graduate program coordinator must notify the student of the impending withdrawal and then request the withdrawal through the Registrar’s Office. All faculty-initiated withdrawals will be removed from the student’s record and will not appear on the student’s transcript.

**Students should not expect that an instructor will withdraw them for nonattendance. The primary responsibility for course withdrawal rests with the student.**

**Note:** For information regarding Administrative Withdrawal from Boise State University, please refer to the chapter on General Policies.

Questions About These Policies?
Contact the Registrar’s Office, Administration Building, Room 110, (208) 426-4249.
Boise State University’s Grading System

Boise State University uses a 4.0 grading scale. Table 3 lists the letter grades that instructors use to document their evaluation of your work and to document your academic status in the class. In addition, Table 3 defines the meaning of each letter grade and specifies the number of quality points that correspond to each grade. Quality points are used to determine your grade-point average (GPA). The procedure for calculating your GPA is described below, in "How to Calculate Your Grade-Point Average (GPA).”

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Meaning</th>
<th>Quality Points per Credit Hour</th>
<th>Used to Calculate GPA?</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Distinguished work</td>
<td>4</td>
<td>Yes</td>
</tr>
<tr>
<td>A</td>
<td>Distinguished work</td>
<td>4</td>
<td>Yes</td>
</tr>
<tr>
<td>A-</td>
<td>Distinguished work</td>
<td>3.7</td>
<td>Yes</td>
</tr>
<tr>
<td>B+</td>
<td>Superior work</td>
<td>3.3</td>
<td>Yes</td>
</tr>
<tr>
<td>B</td>
<td>Superior work</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>B-</td>
<td>Superior work</td>
<td>2.7</td>
<td>Yes</td>
</tr>
<tr>
<td>C+</td>
<td>Average work</td>
<td>2.3</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>Average work</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>C-</td>
<td>Average work</td>
<td>1.7</td>
<td>Yes</td>
</tr>
<tr>
<td>D+</td>
<td>Below-average work</td>
<td>1.3</td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>Below-average work</td>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>D-</td>
<td>Below-average work</td>
<td>0.7</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
<td>Yes</td>
</tr>
<tr>
<td>P</td>
<td>Pass: satisfactory work equivalent to C or higher; credits earned</td>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete (see “Incomplete” in this chapter)</td>
<td>0 (until changed to a letter grade)</td>
<td>No</td>
</tr>
<tr>
<td>W</td>
<td>Student withdrew from the course</td>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>AUD</td>
<td>Course was taken under audit status</td>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>UAU</td>
<td>Unsatisfactory Audit: did not meet requirements set by instructor</td>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress; used for dissertation, portfolio, project, and thesis work in progress*</td>
<td>0 (until changed to a letter grade)</td>
<td>No</td>
</tr>
<tr>
<td>CW</td>
<td>Student completely withdrew from all classes that semester</td>
<td>0</td>
<td>No</td>
</tr>
</tbody>
</table>

*Note: If a student voluntarily leaves a graduate program in good standing, any IP grades accumulated will be changed to a grade of W.
How to Calculate Your Grade-Point Average (GPA)

For each student, Boise State University calculates and documents three types of grade-point average (GPA):

- **cumulative GPA**
- **semester (term) GPA**
- **Boise State University GPA**

Each of the three types of GPA is calculated with the same formula: total quality points you have earned divided by the total number of GPA units you have attempted, as shown in Figure 1.

![Figure 1. Formula for Calculating Grade Point Average (GPA)](image)

In calculating your **cumulative GPA**, Boise State University uses courses you have taken at the university in your current "career" and all courses you have transferred from other post-secondary institutions—but only if you received a final letter grade (A+ through F) in those transferred courses. During any semester you can be enrolled in one of two possible careers—undergraduate or graduate.

In calculating **semester GPA**, the formula uses only the quality points earned and GPA units attempted that semester. For **Boise State University GPA**, the formula uses only quality points earned and GPA units attempted at Boise State University in your current career.

All GPA calculations exclude credits for:

- pass/fail courses in which you received a final grade of P (note: a grade of F will impact your GPA)
- courses that you registered for but later dropped from your schedule, even though the course may appear on your transcript with a final grade of W or CW
- courses you took under audit status (AUD or UAU)
- courses in which you received the grade of I, for incomplete; or IP, for in progress; (until the I or IP is changed to a letter grade)

Incompletes

Instructors can enter a grade of I—for incomplete—if both of the following conditions are present:

- Your work has been satisfactory up to the last three weeks of the semester
- Extenuating circumstances make it impossible for you to complete the course before the end of the semester

In order to receive an incomplete in a **graduate** course, you and your instructor must agree to a contract stipulating the work you must do and the time in which it must be completed for you to receive a grade in the class. The terms of this contract are viewable on BroncoWeb under Your Student Center To Do List. By the end of this specified time, the instructor must submit a grade.

If no grade other than incomplete has been assigned one year after the original incomplete, the grade of F will automatically be assigned. The grade of F may not be changed without the approval of the University Academic Appeals Committee.

**You may not remove the incomplete from your transcript by re-enrolling in the class during another semester.** A grade of incomplete is excluded from GPA calculations until you receive a final grade in the course.

- Courses repeated prior to Fall 1995 use a grade replacement policy. Only the most recent grade was used in calculating the cumulative GPA.
- Courses repeated Fall 1995 through Summer 2001 used a grade averaging policy. Courses repeated will be averaged, using both grades in the calculation of the GPA.
- Beginning Fall 2001 and on, courses repeated will use a grade replacement policy. Only the most recent grade will be used in calculation of the cumulative GPA.

Questions About These Policies?

Contact the Registrar’s Office, Administration Building, Room 110, (208) 426-4249.
In general, the costs of attending Boise State University arise from tuition, institutional fees, and special fees (such as fees for private music lessons or laboratory classes). Your actual costs depend on how many classes you take, the type of classes you take, and your status as a resident or nonresident student. In addition to these fees, you may also have to pay such additional charges as workshop fees or materials charges, depending on the type of classes you take. You may pay with cash, check, Visa, MasterCard, or Discover.

This chapter defines the current tuition and fees for attending Boise State University and provides other information about tuition and fees, including information on deadlines, deferred payment, the senior-citizen rate, and insurance coverage for full-time students. Also included in this chapter are some of the more commonly asked questions about Idaho residency requirements.

### Deadlines for Paying Tuition, Fees, and Other Charges

You are expected to pay all tuition, fees, and other charges by the deadline specified in the current academic calendar. If you register after the deadline, you will be expected to pay all tuition, fees, and other charges when you register.

Access your student account on BroncoWeb to find out deadlines for paying tuition, fees, and other charges. Boise State does not mail out paper statements. Login to http://broncoweb.boisestate.edu. Once you are in, select: Students Center, Finances. Please contact the Payment and Disbursement Office, Administration Building, Room 211 or call (208) 426-1212 for specific fee information. Other financial information is available on the Student Financials website at www.boisestate.edu/finad/sfs/.

### Fee Payment Plan

Information regarding fee payment plans may be obtained in Payments and Disbursements, Administration Building, Room 211, (208) 426-1212 or online at www.boisestate.edu/finad/sfs/.

### How Boise State University Calculates Your Tuition and Fees

When you apply for admission to Boise State University, you pay a one-time, nonrefundable fee for processing your application. To calculate your other tuition and fees, Boise State University uses a milestone of nine credits per semester. Once you register for nine or more credits, you are required to pay the full tuition and fees shown in Table 4 below.

<table>
<thead>
<tr>
<th>Tuition and Fees</th>
<th>Resident</th>
<th>Nonresident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$0</td>
<td>$4,502.00</td>
</tr>
<tr>
<td>Institutional Fees*</td>
<td>$2,878.00</td>
<td>$2,878.00</td>
</tr>
<tr>
<td>Total (for up to 18 credits)</td>
<td>$2,878.00</td>
<td>$7,380.00</td>
</tr>
<tr>
<td>Overload Fee**</td>
<td>$252.00 per credit hour</td>
<td>$252.00 per credit hour</td>
</tr>
</tbody>
</table>

*Does not include per semester Student Health Insurance Plan (SHIP) premium that may be waived with proof of other insurance.

**An overload fee is imposed if you register for more than 18 credits. Each credit over 18 costs the per credit hour cost.

In determining whether you have reached the total of 9 credits per semester, Boise State counts all credit hours on your registration form, including credit hours under audit status, credit hours for courses you are repeating, and credit hours for workshops. In short, nearly every combination of any type of credit hour counts toward the 9-credit total. Please note, also, that developmental courses (such as ENGL 90 Developmental Writing or MATH 25 Elementary Algebra) count as 3 credits each toward the 9-credit total, even though you earn no credits by taking the course.

**NOTE:** Tuition, fees, and other charges are subject to change at any time by the Idaho State Board of Education, acting as the Board of Trustees for Boise State University.

### Other Fees and Charges

If you enroll for fewer than nine credits, your fees are calculated according to the schedule shown in the following Table 5. Among the fees listed in Tables 5 and 6 are an application processing fee, music fees, special fees, and an overload fee. You pay the application processing fee once when you first apply for admission to Boise State. You pay the music fee if you register for private music lessons, and you pay the overload fee whenever you enroll for more than 18 credits in a single semester.

Music fees are refundable, if you drop the class within the first 5 days of classroom instruction (see Refund Policy below). Application fees are nonrefundable.

#### Table 5

<table>
<thead>
<tr>
<th>Semester or Session</th>
<th>Resident per credit</th>
<th>Nonresident per credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2009</td>
<td>$280.00</td>
<td>$280.00</td>
</tr>
<tr>
<td>Fall 2009 and Spring 2010</td>
<td>$301.00</td>
<td>$381.00*</td>
</tr>
<tr>
<td>Summer 2010</td>
<td>$285.00</td>
<td>$285.00</td>
</tr>
</tbody>
</table>

*Includes $80.00 nonresident per credit tuition fee.

#### Table 6

<table>
<thead>
<tr>
<th>Credits</th>
<th>Fees for Private Music Lessons</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>$150</td>
</tr>
<tr>
<td>4</td>
<td>$300</td>
</tr>
</tbody>
</table>

If you are a music major enrolled for 9 or more credits these music fees may be waived. To be eligible to receive the waiver, you must be taking the class in order to satisfy a requirement for private performance study in a degree program. You must also be concurrently enrolled, for credit, in a major ensemble and in a concert class. You must receive a grade of C or higher in the ensemble and a grade of P (for Pass) in the concert class. For more information about this policy, and to apply for the waiver, contact the music department.
Senior Citizen Rate
If space in a course is available, Idaho residents who are at least 60 years old may register for the course and pay $5 per credit hour, a $20 registration fee (per semester), and any special fees (such as for private music lessons or laboratory fees). To register at the senior citizen rate, first apply for admission, then request the form Idaho Senior Citizen’s Fee Reduction from the Payment and Disbursement Center, Administration Building, Room 211, Boise State University, 110 University Drive, Boise, ID 83725. Fill it out according to the instructions. When you pay your registration charges, you will need to show the cashier your driver’s license, birth certificate, or other proof of your age.

Refund Policy
In general, if you completely withdraw from Boise State University on or before the tenth day of the semester for regular session classes, you are eligible to receive a full refund of the money you paid to register (less a $25.00 administrative fee). If you withdraw after the tenth day of classroom instruction, you receive no refund. See the Academic Calendar in this catalog for deadlines of the other sessions. No refunds for private music lessons can be granted after the first five days of classroom instruction.

NOTE: In determining whether you have met the deadline and are therefore eligible for a refund, Boise State University considers only the date on which you officially withdraw—not the date on which you stopped attending class. Please note, also, that registering late has no effect on refund deadlines; Boise State University has published deadlines for 100% refund or waiver of fees. These deadlines differ depending upon which session the course is in. Please refer to the grid published on the Registrar’s home page and/or in the printed Boise State University Schedule of Classes. Failure to drop the course or cancel registration by the published 100% deadline results in assessment of full fees for the course(s).

All students who completely withdraw from Boise State will be assessed a $25.00 administrative complete withdrawal fee.

Fee Appeals: Students who wish to appeal for a refund or waiver of the course fees they are assessed should contact Account Maintenance, Room 211, Administration Building, (208) 426-2134 or utilize the appeal form located at http://finad.boisestate.edu/images/uvasp.pdf.

Student Health Insurance Plan (SHIP)
If you are a full fee-paying student, you will be enrolled in the University’s Student Health Insurance Plan (SHIP). This premium is automatically included in the fee schedule on your bill. You are insured at home or school, while traveling and during all vacation periods 24 hours a day for the policy period. Coverage for the fall semester begins on August 15 and ends on January 14. Spring semester benefits continue from January 15 until August 14.

You may opt-out from participation in SHIP if you have existing health insurance coverage that meets comparability requirements. Since the Fall 2003 semester, the State Board of Education requires full-time students to submit proof of insurance before an exemption can be granted. You must log in to BroncoWeb (www.boisestate.edu and select BroncoWeb) and submit the online health insurance waiver application. You must file a waiver every semester that you are enrolled full-time.

Part-time students are not eligible for the Student Health Insurance.

You may contact SHIP at (208) 426-2158 or via e-mail at SHIP@boisestate.edu.

SHIP enrollees may purchase coverage for dependents by completing an enrollment form available on the Maksin website at: www.maksin.com/bsu.shtml, or by contacting Maksin at their toll-free number, (1-877) 775-5430.

Dependent coverage is based on your enrollment status, with premiums paid directly to Maksin.

NOTE: All students may obtain health services at the Health & Wellness Center, 2103 University Drive, Boise, ID 83725 or Counseling Services at Taylor Hall, B105.

Idaho Residency Requirements
When you are first admitted to Boise State, the university classifies you as either a resident student or a nonresident student, then uses this classification to determine your tuition and fees. It is the student’s responsibility to apply for residency status. This section briefly answers two of the most frequently asked questions about residency requirements. See Table 7 below to determine your residency classification. For further information, please contact the Residency Coordinator, Registrar’s Office, Administration Building, Room 110, Telephone: (208) 426-4249.

Q: When I first enter the university, what determines my residency status?
A: For the purpose of calculating tuition and fees, your status is determined by your responses to several questions on your application for admission.

Q: Can I appeal Boise State’s decision to classify me as a nonresident student?
A: Yes, To do so, obtain an Idaho Residency Determination Worksheet form from the Registrar’s Office, Administration Building, Room 110. Complete the form and submit it by the 10th day of class during the semester in which you are enrolled. Turn all paperwork into the Residency Coordinator, Registrar’s Office, Administration Building, Room 110.

Questions About Tuition and Fees?
If you have questions about tuition and fees, contact the Account Maintenance Center, Administration Building, Room 209, (208) 426-2134.
Questions About Residency Status?
If you have questions about residency status, contact the Registrar’s Office, Administration Building, Room 110, (208) 426-4249.
### Table 7
#### Residential/Nonresidential Classification Information

<table>
<thead>
<tr>
<th>Procedures to be Observed in Determining Residency for Tuition Purposes Boise State University</th>
</tr>
</thead>
<tbody>
<tr>
<td>The legal residence of a student for fee purposes is determined at the time of initial application for admission to Boise State and remains unchanged in the absence of satisfactory written evidence to the contrary. The burden of proof in requesting reclassification to resident status rests with the individual in providing clear and convincing evidence of residency for tuition purposes as defined by the law. Individuals applying to change a nonresident classification must follow the procedure outlined below:</td>
</tr>
</tbody>
</table>

1. Contact the Residency Coordinator in the Registrar’s Office, Room 110, Administration Building. |
2. Complete the Idaho Residency Determination Worksheet and return it to the Residency Coordinator with supporting documentation. A form requesting reclassification to resident status may be filed after qualifying criteria have been satisfied but no later than 10 school days after the opening of the semester for which the change in status is requested. |
3. The Residency Coordinator will determine if the individual meets the criteria for residency and will notify the individual in writing of the decision. |
4. The applicant may appeal the decision of the Residency Coordinator in writing to the Residency Appeals Committee. To file an appeal the applicant must specify in writing why they believe they have met the criteria and on what basis they should be given residency. The appeal should be turned in to the Residency Coordinator. The applicant will be notified in writing of the decision of the Residency Appeals Committee. |
5. If an applicant contests the determination of the Residency Appeals Committee that the applicant is not a qualified resident, the applicant may petition the State Board of Education for review. The petition must be submitted to the President of Boise State University in writing and must set forth the applicant’s reasons for contesting the decision. The President will submit the petition to the Executive Director of the Office of the state Board of Education who will determine whether the Board or the Board’s designated representatives will hear the appeal. If the Board decides to hear the appeal, it will set forth the scope of review and notify the applicant of the time, date, and place of the hearing. The decision of the Board is final and binding on all parties concerned. The student must agree to the release of information to the review body and must comply with deadlines established by the institution for requesting an appeal. |

#### Initial Determination of Residency Status
When you apply to the Boise State University, the Admissions Office determines your status as a resident or non-resident for tuition purposes. For questions about your residency status, please contact the Registrar’s Office at (208) 426-4249. Following are the options under which a student may qualify for Idaho residency; at least one of these must be met for consideration:

1. One or more parent(s)/legal guardian(s) of the student is a resident of the state of Idaho and provides at least 50% of the student’s financial support. The parent(s)/legal guardian(s) must have maintained a bona fide domicile in the state of Idaho for at least 12 months prior to the semester in which the student is applying for residency. |
2. The student receives less than 50% financial support from their parent(s)/legal guardian(s) and has continuously resided in and maintained a bona fide domicile in Idaho primarily for purposes other than education for at least 12 months prior to the semester in which the student is applying for residency. |
3. The student graduated from an Idaho high school and immediately following enrollment in an Idaho college or university and has continued to be and presently enrolled in an Idaho college or university. |
4. The student is married to an Idaho resident. |
5. The student is a member of the Armed Forces stationed in the state of Idaho on military orders. |
6. The student is an officer or enlisted member in the Idaho National Guard. |
7. One or more of the student’s parent(s)/legal guardian(s) is a member of the Armed Forces stationed in the state of Idaho on military orders and provides at least 50% of the student’s financial support. |
8. The student is separated under honorable conditions from the Armed Forces after at least two years of service and at the time of separation designated the state of Idaho as their intended domicile or indicated Idaho as their home of record of service; and will be entering the Boise State University within one year of the date of separation. |
9. The student has been away from the state of Idaho less than 30 months and has not established legal residence elsewhere; and the student continuously resided in Idaho for at least 12 months immediately prior to departure. |
10. The student is a member of one of the following Native American tribes: (i) Coeur d’Alene tribe; (ii) Shoshone-Paiute tribes; (iii) Nez Perce tribe; (iv) Shoshone-Bannock tribes; or (v) Kootenai tribe. |

#### How does a student establish domicile in Idaho?

The student must be physically present in Idaho primarily for purposes other than education. If the student has been enrolled for more than 8 semester credits at any time during the past 12 months, Idaho considers that primarily for educational purposes. If the student has been enrolled for more than 8 semester credits at any time during the past 12 months, Idaho considers that primarily for educational purposes disqualifying them for Idaho residency, unless the student has continuously resided in Idaho for 12 consecutive months and one of the following criteria have been met prior to the opening day of the semester, proving establishment of domicile in Idaho:

1. Filing an Idaho state income tax return covering a period of at least 12 months before the semester, which the student is applying for residency. |
2. Permanent full-time employment in the state of Idaho for a period of at least 12 months before the semester, which the student is applying for residency. |
3. The student has owned his or her own living quarters for a period of at least 12 months before the semester, which the student is applying for residency. |
4. Establishment of 5 of the following 7 factors, if done at least 12 months before the semester in which the student is applying for residency:
   a. Registration and payment of Idaho taxes or fees on a motor vehicle, motor home, travel trailer, or other item of personal property for which state registration and the payment of a state tax or fee is required; |
   b. Registration to vote for state elected officials in Idaho at a general election; |
   c. Holding an Idaho driver’s license or Idaho state-issued ID card; |
   d. Evidence of abandonment of a previous domicile; |
   e. Presence of household goods in Idaho; |
   f. Establishment of accounts with Idaho financial institutions; |
   g. Other similar factors indicating intent to be domiciled in Idaho and the maintenance of such domicile. Factors may include, but are not limited to enrollment of dependent children in Idaho primary or secondary schools, establishment of acceptance of an offer of permanent employment for self in Idaho, or documented need to care for relative in Idaho. |

For further detailed information go to http://registrar.boisestate.edu/residency.htm.
Financial Aid for Graduate Students

Graduate students at Boise State may apply for a wide variety of financial aid, drawn from an equally wide variety of sources. You should investigate any financial aid that seems appropriate to your circumstances, beginning with financial aid available from your department or your graduate-degree program.

Graduate Assistantships

Most departments award teaching or research assistantships that include a stipend and a waiver of fees. In addition, non-resident tuition is waived for any non-resident student who receives an assistantship award. You may obtain an application for an assistantship on the Internet at www.boisestate.edu/gradcoll/0004.html, from the department in which you are applying, or from the Graduate College, B-117.

Teaching and research assistants are expected to provide 15 to 20 hours of service per week to the university, while scholarship or fellowship recipients have no service requirements.

If you are awarded a Boise State assistantship, you are required to enroll for 9 or more credits in a graduate-degree program, maintain at least a 3.0 grade-point average, and make satisfactory progress toward your degree. If you are enrolled for 5-8 credits in a graduate degree program, you may be eligible for a partial assistantship. Hours of service required would be assigned on a prorated basis as determined by the department. In order to be eligible for reappointment, a graduate or research assistant must receive a satisfactory performance review each semester.

When you accept a graduate teaching assistantship, research assistantship, scholarship, or fellowship, you enter into an agreement with the Graduate College, one that both parties are expected to honor throughout the next year. If you accept an award before April 15, but change your mind about accepting, you may resign your appointment at any time through April 15. Your resignation must be in writing to the chair of the department. After April 15, your acceptance of the award commits you to that appointment.

NOTE: Students who receive an assistantship will be required to pay special course fees for any elective courses taken that are not included in their degree program.

NOTE: Students who withdraw from the university, or who are dismissed from their degree program, forfeit their appointment or award and may be required to repay some or all of the money received from the assistantship to the department.

Deadline for Departmental Aid

You should apply for these awards when you apply for admission to the Graduate College—no later than March 1. Some departments require an application deadline the first week in January. If your application is received by the department after the required deadline, it may not be considered until the following year.

NOTE: Financial aid is available only to students who are admitted to Boise State University in a degree or certificate program which has been approved for financial aid by the Department of Education. In addition, you must have an admissions status that meets financial aid eligibility requirements. For example, if you have applied to a graduate degree program but have Pending Department Review admission status, you are not eligible for federal financial aid until your status is changed to either Regular or Provisional.

The information contained in this publication reflects current procedures and rules affecting the delivery of financial aid. The University reserves the right to change, at any time, schedules, rules and regulations. Appropriate notice of such changes is given, whenever possible, before they become effective.

Federal, State, and Institutional Aid

Graduate students can apply for loans and work-study through the federal aid programs. Complete the following steps in order to apply for federal aid:

How to Apply for Financial Aid

1. Complete the Free Application for Federal Student Aid (FAFSA). You must submit the FAFSA each year to be determined eligible for most grant, loan, work-study, or need-based scholarship programs. You may use one of the following methods to apply.

   - Apply using FAFSA on the web (www.fafsa.ed.gov). If you’ve applied other years, use your PIN number. If you can’t remember your PIN number or don’t have one, you will be able to get one once you get to that part of the FAFSA application.
   - Apply using renewal FAFSA on the web (also at www.fafsa.ed.gov). The renewal application is simply a FAFSA that contains most of the information you provided last year, if you applied for aid the previous year. Updating the information may be faster for you than filling out a new FAFSA. You will need your PIN to complete the renewal FAFSA on the web.
   - Apply using the paper FAFSA. The paper FAFSA or a FAFSA form that you can print from the federal website (www. FederalStudentAid.ed.gov) is available for students who prefer to apply by mail. However, students are warned that filing a paper FAFSA may add weeks to the time required to process an application.

Tips in completing the FAFSA:

   - Boise State University Title IV Code is 001616.
   - Boise State University Financial Aid address: 1910 University Drive, Boise, ID 83725-1315.
   - Ensure that all information you provide on the application is entered correctly.
   - Provide all required signatures; use your PIN number as a signature.
   - Do not send tax documents or other materials with your application or signature page.
   - If you provided an e-mail address on the FAFSA, you will receive an e-mail with a link to your Student Aid Report (SAR). If you did not provide an e-mail address, then you will receive your SAR through the regular mail. Review your SAR and make any necessary corrections. Please note that marital status cannot be updated if it changes after filing the FAFSA.
   - Submit additional materials, if requested. The Financial Aid Office uses BroncoWeb and BroncoMail to alert students of the need to provide additional materials, if required. Certain applicants are requested to provide documents to verify information reported on the FAFSA. Examples of requested documents include:

   - Verification Form (provided to you by Boise State).
   - Tax forms. Submit a signed copy of your federal income tax return for the most recent year.
   - Other financial information such as bank statements, investments, and other assets.
   - Forms from any other sources you receive financial aid from.

2. Submit additional materials, if requested. The Financial Aid Office uses BroncoWeb and BroncoMail to alert students of the need to provide additional materials, if required. Certain applicants are requested to provide documents to verify information reported on the FAFSA. Examples of requested documents include:

   - Verification Form (provided to you by Boise State).
   - Tax forms. Submit a signed copy of your federal income tax return for the most recent year.
   - Other financial information such as bank statements, investments, and other assets.
   - Forms from any other sources you receive financial aid from.
Financial Aid for Graduate Students

Eligibility Requirements

The following is a summary of the most common criteria affecting student eligibility for financial aid.

- Complete the Free Application for Federal Student Aid (FAFSA) and receive an official Expected Family Contribution (EFC).
- Be admitted to Boise State University in a degree or certificate program which has been approved for financial aid by the Department of Education. In addition, you must have an admissions status that meets financial aid eligibility requirements. For example, if you have applied to a graduate degree program but have Pending Department Review admission status, you are not eligible for federal financial aid until your status is changed to either Regular or Provisional.
- Enroll for the minimum number of credit hours required by the aid program. For example, to receive a Direct Loan, a graduate student must be enrolled in at least 5 credit hours/semester that apply directly towards a graduate degree.
- Maintain Satisfactory Academic Progress standards (see detail on following pages).
- Be a U.S. Citizen, permanent resident, or eligible non-citizen. Federal financial aid is not available to international students attending Boise State on a student visa. (International students who encounter financial difficulties are encouraged to seek assistance from the International Programs Office.)

- If you are male, you must be registered with Selective Service.
- You must not owe a repayment of any federal aid to Boise State, to any other school previously attended, or to the U.S. Department of Education.
- You must not be in default on a federal student loan.
- Submit all materials requested by the Financial Aid Office as soon as possible, but no later than the specified deadlines.
- You must meet all other eligibility requirements. Please contact the Financial Aid Office if you have any questions.

The following section describes a sampling of financial aid programs for which Boise State students may be eligible. Since different types of aid carry different obligations, we recommend that you discuss your options with a customer service representative in the Financial Aid Office.

Sources of Financial Aid

Federal Perkins Loans

Perkins Loans are long-term, low-interest loans awarded to both undergraduate and graduate students who show exceptional financial need. You must repay these loans according to a schedule established by federal law. Typically, you begin repaying your loan nine months after graduation or after your enrollment drops below five credits. Table 8, below, shows estimated repayment schedules for Perkins Loans of various amounts.

<table>
<thead>
<tr>
<th>Loan Amount</th>
<th>Number of Payments</th>
<th>Monthly Payment</th>
<th>Total Interest</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,000.00</td>
<td>120</td>
<td>$42.43</td>
<td>$1,091.01</td>
<td>$5,091.01</td>
</tr>
<tr>
<td>$8,000.00</td>
<td>120</td>
<td>$84.03</td>
<td>$2,182.00</td>
<td>$10,182.00</td>
</tr>
<tr>
<td>$15,000.00</td>
<td>120</td>
<td>$159.10</td>
<td>$4,091.73</td>
<td>$19,091.73</td>
</tr>
</tbody>
</table>

NOTE: Your actual payment obligations may differ from these examples, which are presented here only to illustrate a typical repayment plan.

William D. Ford Federal Direct Loans

Direct Loans are long-term loans available to undergraduate and graduate students. Interest rates on newly originated Direct Loans for 2009-2010 are fixed at 5.6% for subsidized loans, and 6.8% for unsubsidized loans. To apply, complete the FAFSA, available at www.fafsa.ed.gov.

Boise State processes Direct Loan applications throughout the year. If you are awarded a Direct Loan, you will need to sign a master promissory note (MPN) if you do not already have an MPN on file. If you have not previously received a Direct Loan, you must complete a loan entrance counseling session (http://financialaid.boisestate.edu/loancounseling.htm) before you can receive the funds. Also, the Direct Loan commits you to participating in an exit interview when you graduate or withdraw from the university.

There are two types of Direct Loans: subsidized and unsubsidized. Borrowers of unsubsidized loans are responsible for the interest while attending school. The Financial Aid Office will determine which loan
you will receive, based on your financial need. You are expected to begin repaying the loan six months after graduation or six months after you have dropped below five credit hours. There are terms and conditions under which students receiving this assistance may obtain deferral of the repayment of the principal and interest of the loan for service under the Peace Corps Act (22 U.S.C.2501); service under the Domestic Volunteer Service Act of 1973 (42 U.S.C.4951); or comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service. Please see the exit counseling information link on the following web site for more information: http://financialaid.boisestate.edu/loancounseling.htm.

Table 9, below, shows estimated repayment schedules for typical Direct Loans. Your actual debt and repayment plan may not match any of these examples; they are presented here merely to show typical loan amounts and repayment plans.

<table>
<thead>
<tr>
<th>Loan Amount</th>
<th>Number of Payments</th>
<th>Monthly Payment</th>
<th>Total Interest</th>
<th>Total Repaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,625.00</td>
<td>63</td>
<td>$50.00</td>
<td>$495.00</td>
<td>$3,120.00</td>
</tr>
<tr>
<td>$5,000.00</td>
<td>120</td>
<td>$57.54</td>
<td>$1,905.00</td>
<td>$6,905.00</td>
</tr>
<tr>
<td>$10,000.00</td>
<td>120</td>
<td>$115.08</td>
<td>$3,810.00</td>
<td>$13,810.00</td>
</tr>
<tr>
<td>$15,000.00</td>
<td>120</td>
<td>$172.52</td>
<td>$5,714.00</td>
<td>$20,714.00</td>
</tr>
<tr>
<td>$25,000.00</td>
<td>120</td>
<td>$287.70</td>
<td>$9,524.00</td>
<td>$34,524.00</td>
</tr>
</tbody>
</table>

Federal PLUS Loans

Federal PLUS Loans are now available to graduate students. These loans are available to graduate students who still have an unmet cost of attendance after borrowing through the Direct Loan program, plus any other sources of aid, including. Other differences between the Federal PLUS Loan for Graduate Students and other federal loan programs include:

- Applicants for the Federal PLUS Loan must not have an adverse credit history, as reported by a national credit reporting agency. Applicants with an adverse credit history may still qualify with an eligible co-signer.
- Repayment begins within 60 days of the last disbursement of the award year. There is no six-month grace period. Borrowers may request a deferment while enrolled at least half-time.
- The interest rate is fixed at 7.9 percent.
- Annual loan limits are determined by subtracting all other sources of aid from the estimated cost of attendance figure.
- A separate PLUS Master Promissory Note must be completed and signed.
- Recipients must complete separate PLUS loan counseling requirements.

In addition to the requirements reported above, a student must meet all other eligibility requirements. For more information on the Federal PLUS Loan for Graduate Students, please visit http://financialaid.boisestate.edu/.

Federal Work-Study Program (FWS)

This program gives undergraduate and graduate students the opportunity to earn money to pay for a portion of their educational expenses. FWS aid is awarded to selected undergraduate and graduate students who show financial need. Students receive payment based on hours worked. Payment is typically through direct deposit by the payroll office.

Atwell J. Parry Idaho Work-Study Program

This work-study program operates much like the Federal Work-Study Program, giving undergraduate and graduate students the opportunity to earn money to pay for a portion of their educational expenses. Only Idaho residents are eligible.

Student Employment

Many student employment opportunities are listed on the Internet on BroncoJobs at http://career.boisestate.edu. Passwords are available from the Career Center located in the Alumni Center at 1173 University Drive (corner of Grant and University Drive), by calling (208) 426-1747, or by e-mailing career@boisestate.edu

The GEM Nonresident Tuition Waiver

The GEM Scholarship is a nonresident tuition waiver for new students with a strong academic record who are not residents of the state of Idaho and who are enrolled full-time. Please contact the Graduate College for a list of eligible majors, as the Idaho State Board of Education was revising this waiver at the time this publication went to print.

Students do not need to submit an application as they are automatically considered for the waiver as part of the evaluation process during admission. For additional information, see the Graduate College website (www.boisestate.edu/gradcoll). The waiver is renewable for an additional year if you complete a minimum of 16 graduate credits in the first two semesters and maintain a 3.00 GPA.

Scholarships

Information about scholarships for graduate students can be found on the web at http://financialaid.boisestate.edu/ scholarships/ or www.boisestate.edu/gradcoll/grsp_notice.pdf.

Short-Term Loans

Emergency Short Term Loans are available to students with a minimum grade-point average of 2.00. This loan is available to students who experience a significant financial emergency during the academic year. The maximum amount available is $250 per semester. Only one loan is given per semester. The loan requires a $25 processing fee, and must be repaid within 90 days. Applications are available in the Account Maintenance Office, Room 211, Administration Building.
Financial Aid for Graduate Students

Financial Aid for the Summer Session
The university has limited financial aid available for the summer session. If you need financial aid for the summer session, review the information on the Financial Aid website at http://financialaid.boisestate.edu. Please note, also, that your FAFSA for the preceding year must be submitted by April 1.

Financial Aid for International Students
As part of the admissions process, international students must demonstrate that they have sufficient funding to attend Boise State University for one academic year. International students are eligible for all scholarships and tuition waivers outlined in this Financial Aid section, except for financial aid provided by the U.S. government or State of Idaho. As international students apply for graduate admission to Boise State University, the application packet they receive from International Admissions contains a brochure explaining the various financial resources that are available.

Disbursing Funds
In March, the Financial Aid Office begins notifying scholarship recipients. Need-based aid, such as loans and work-study money, is awarded as it is processed. During fall semester, if your registration fees are paid, your remaining funds will be electronically deposited into your bank account or a check will be mailed to you about one week before the start of classes. During spring semester, you can pay your spring registration fees with previously awarded aid. The balance of your aid will be mailed to you or electronically deposited about one week before the start of classes, if your registration fees are paid.

Note: All financial aid funds are distributed from the Account Maintenance Office, Administration Building, Room 209. Please direct questions about your balance funds to that office at (208) 426-2134.

Change in Enrollment Status
Any change in your enrollment status may affect your ability to maintain satisfactory academic progress (see “Satisfactory Academic Progress” section).

Partial withdrawals Adjustments may be made to your financial aid eligibility if enrollment changes after disbursement of aid has occurred. Please be aware that withdrawals will negatively impact your satisfactory academic progress performance.

Complete withdrawals In general, students receive no refund of tuition and fees if they withdraw from the university after the tenth day of classroom instruction. Federal financial aid regulations state that eligibility for aid be recalculated whenever a student withdraws from Boise State University, either officially or unofficially. The recalculation determines the amount of aid a student has “earned,” by prorating according to the percent of the term completed before withdrawing. For example, a student who withdraws after completing only 30 percent of the term will have “earned” only 30 percent of aid eligibility. A student who completes more than 60 percent of the term is considered to have “earned” 100 percent of his/her aid eligibility. Examples of these calculations can be found on the web at: http://financialaid.boisestate.edu/cwd.htm.

Once a student officially withdraws, the Financial Aid Office will determine if/what is owed and will provide notification of adjustments to financial aid funding. If you have questions about what will happen when you withdraw, review the information on the web at: http://financialaid.boisestate.edu/cwd.htm. After reviewing that information, if you still have questions, contact the Financial Aid Office.

Unofficial withdrawals Students who unofficially withdraw from the university, or receive a failing grade for all courses within a term, may be asked to verify attendance. Students who cannot demonstrate attendance will be required to immediately repay all financial aid received for that term.

Satisfactory Academic Progress
Students applying for or receiving financial aid must make satisfactory academic progress at the university. Your academic progress is considered satisfactory if you:

• enroll for the purpose of obtaining a degree or certificate (you must be admitted by the Graduate College as well as your specific program).
• maintain a minimum cumulative Boise State GPA consistent with University requirements.
• pass 75% of all credit hours attempted while enrolled as a graduate student at Boise State University.
• complete your degree requirements within the maximum time allowed (This requirement is monitored following each term of enrollment).

In addition to the above requirements, you must satisfactorily complete at least 1 credit during any term in which you receive federal or state financial aid. Review the complete satisfactory progress policy at http://financialaid.boisestate.edu/forms/sappolicy.pdf.

Satisfactory Academic Progress Review
The University reviews most financial aid files annually (at the end of spring term). Students who are in programs of one year or less are reviewed more often. In addition, the term completion portion is reviewed at the end of summer and fall. If you are not making satisfactory academic progress or do not meet the term completion requirements (as defined in the policy on the web and briefly outlined above), you will be ineligible for financial aid until you are once again making satisfactory academic progress.

Appeals
If there were extenuating circumstances impacting your ability to meet the Satisfactory Academic Progress Standards, you have the right to file a written appeal for temporary exemption from this policy. Examples of extenuating circumstances include the death of an immediate family member, illness or injury to the student, or similar circumstances. In filing an appeal, you must document any extenuating circumstances that prevented you from making satisfactory academic progress. If your appeal is granted, the exemption from this policy will remain in effect for only a short time (usually no longer than one semester). Appeal forms may be downloaded from the web at http://financialaid.boisestate.edu/forms/sappolicy.pdf.

Questions About Assistantships?
If you have questions about assistantships, contact the Graduate College, Business Building, Room 117, Telephone (208) 426-3647

Questions About Financial Aid?
If you have questions about financial aid, contact the Financial Aid Office, Administration Building, Room 113, (208) 426-1064 or 800 824-7017 or by e-mail: faquest@boisestate.edu.
University Housing

University housing is available through the University Housing Office, which administers housing in the residence halls located on campus and five apartment complexes located within walking distance from campus. This chapter describes the university housing available at Boise State University, provides application and cost information for the residence halls and university apartments, and describes the assistance Boise State University provides to students seeking off-campus housing.

Fair-Housing Policy
Boise State University is an equal-opportunity institution and offers its living accommodations and makes housing assignments without regard to race, color, national origin, or handicap (as provided for in Title VI and Title IX and Sections 503 and 504 of the Rehabilitation Act of 1973).

Rules and Regulations
Rules and regulations governing university housing are defined generally in this chapter and more specifically in the Boise State University Student Handbook, the Residence Hall & Dining Agreement, University Housing Handbook, and the Student Code of Conduct.

Graduate Housing
University Housing has identified specific communities that are conducive to meeting the demands of being a graduate student. All other residential facilities are designed to address the needs of first-year and other undergraduate students.

- **University Heights** and **University Manor** consist of one and two bedroom apartments. Each unit has a wall-unit air conditioning/heating system, stove, and refrigerator. Coin-operated laundry facilities are located on-site. Tenants are responsible for the cost of electricity. Water, sewer, trash, and Internet are provided.

- **University Park** consists of two and three bedroom apartments. Each unit has a wall-unit air conditioning/heating system, stove, and refrigerator. Coin-operated laundry facilities are located on-site. Tenants are responsible for the cost of electricity. Water, sewer, trash, and Internet are provided.

- **University Square** consists of two bedroom apartments. Each unit has central air conditioning/heating, stove, refrigerator, dishwasher, and washer/dryer. Tenants are responsible for the cost of electricity and gas. Water, sewer, trash, basic cable TV, local phone, and Internet are provided.

- **University Suites** are specifically designed for single students. This complex features four bedroom furnished suites, each of which include a living room, shared bathrooms, modern kitchen, dishwasher, and washer/dryer. High-speed Internet, cable TV, phone line, and utilities are provided. Meal plans are optional. Residents must be at least 20 years of age, or have upper-division status, or have prior residence hall experience without conduct issues.

- **University Village** consists of two bedroom apartments. Each unit has central air conditioning/heating, stove, refrigerator, and dishwasher. Coin-operated laundry facilities are located on-site. Tenants are responsible for the cost of electricity and gas. Water, sewer, trash, and wireless Internet are provided.

Application and Cost Information
To apply for on-campus housing with the University Suites, go to http://housing.boisestate.edu. A $250 reservation deposit is due at the time of application. New students wishing to cancel their application for housing must do so by July 25 in order to have their deposit refunded minus a $25 administrative fee. The 2009-2010 prices for housing in the residence halls, along with meal plan options, are available by checking http://housing.boisestate.edu or calling (208) 447-1001.

To apply for an apartment, visit the University Housing website at http://housing.boisestate.edu. The application requires a non-refundable $25.00 processing fee. Once an apartment offer has been made and accepted, a $225.00 non-refundable reservation fee will need to be paid within 72 hours. The reservation fee will be converted to the security deposit at the lease signing. For more information, contact the Apartments Office at bsuapartments@boisestate.edu or (208) 447-1001.

**NOTE:** The application process to live in university housing is a separate process from the one to apply for admission to the University. If you apply for housing, it does not constitute acceptance or approval for admission to the University. Nor does being accepted for admission to the University signify that your application for housing had been accepted and approved.

Housing Preferences
Upon approval of an application for on-campus housing, Boise State University will assign a student to a space in University Suites (unless space is requested and available in traditional housing facilities). By doing so, Boise State University will make every effort to accommodate the preferences applicants have indicated on their application.

Questions About University Housing?
If you have questions about University Housing, contact the University Housing Office, Chaffee Hall, (208) 447-1001 or online at http://housing.boisestate.edu.
Directory of Student Services

Academic

The following services are available to students seeking assistance with academic matters, from improving their writing, reading, and study skills to planning for a career.

Career Center The Career Center offers employment and job-search assistance (including instruction in writing resumes and cover letters and interview training), career assessments and decision making, and coordinates the university’s internship program. The Career Center also hosts annual events including Fall and Spring Career/ Job Fairs, Graduate and Professional School Day, and the Student Employment Fair.

Through BroncoJobs (the university’s web-based, job-referral system), students and alumni can schedule on-campus interviews with employers and search for career employment opportunities, internships, and student employment opportunities.

The Career Center is located in the Alumni Center at 1173 University Drive. For more information, please contact us at (208) 426-1747 or http://career.boisestate.edu/.

Test Preparation Assisting students to prepare for graduate school is the focus of short courses on the Graduate Records Exam (GRE) and the Graduate Management Admissions Test (GMAT) offered by Boise State University Extended Studies, (208) 426-3492.

Writing Center The Writing Center is a free service open to all students at Boise State, a place where you can find support for your writing efforts in any subject, at any stage of your writing process: brainstorming, revising, editing. To schedule a consultation, stop by Liberal Arts, Room 200, or call (208) 426-1298. You may also make an appointment online: www.boisestate.edu/wcenter.

If you cannot come in to the Center, we do offer e-mail consultations for writers. Visit our webpage for more information on how to send us your paper.

The Boise State Writing Center—Make Us Central to Your Writing!

Health, Wellness and Counseling Services

ALL Boise State University students are eligible to utilize the Health, Wellness and Counseling Services, regardless of their health insurance coverage status.

In Fall 2009, Health, Wellness and Counseling Services will transform into University Health Services and all services (medical, counseling, wellness and SHIP) will integrate under one roof in the new Norco building.

Counseling Services The Counseling Services primary purpose is to help students deal more effectively with concerns that influence their pursuit of personal and academic goals. The Counseling Services is staffed with psychologists, counselors, and graduate counseling students. Counseling Services offers short-term individual and couples counseling, consultation and crisis intervention. Counseling Services assists students in coping with interpersonal conflicts, test anxiety, stress, depression, and relationship, social and emotional concerns. All registered students are eligible for counseling services and there is no cost for students enrolled in SHIP. For students with private insurance, there is no charge for the first session and subsequent sessions are charged at $10 each and posted to the student’s account. Spouses/partners of students are eligible if seen with the enrolled student. Fee waivers are available for students in need. To make an appointment, call (208) 426-1661 or 426-1601 between 8:00 a.m. and 5:00 p.m., Monday through Friday, or stop by Counseling Services located in Taylor Hall, B103.

Health/Medical Services All students may receive outpatient medical care at the Health and Wellness Center, located at 2103 University Drive, (208) 426-1459. The Health Center is equipped to address most of the student’s outpatient health care needs, and makes referrals to community providers for more specialized tests and procedures. Primary clinical care services are student-focused, accessible and affordable. Emphasis is placed upon early screening and prevention, and empowering students with self care knowledge and skills. Costs are covered through a combination of student fees and fee-for-service charges for office visits, laboratory tests, medications, and specialized procedures. Students are financially responsible for any non-covered charges from their health insurance plan and for services received outside of the Health Center. Located directly across University Drive from the Public Affairs/Arts West Building, the clinic is open from 8:00 a.m. to 5:00 p.m., Monday and Wednesday through Friday, and 9:00 a.m. to 5:00 p.m. on Tuesday. Spring semester students not enrolled in summer school are eligible for summer services at a minimal cost.

Student Health Insurance Plan (SHIP) The Health, Wellness, and Counseling Services also coordinates the university-sponsored SHIP program. SHIP provides supplemental health care coverage for students, seamlessly integrating campus primary care services with community specialty care, emergency services, and hospitalization. SHIP also educates students on how to be savvy consumers of health care, focusing on how to effectively access and utilize all health-related services and insurance/financing options.

Insurance Coverage All full-fee-paying students, all intercollegiate athletes, and international students are automatically enrolled in SHIP, with the premium charge added to their tuition and fees billing. Students are insured at home or school, while traveling, and during all vacation periods 24 hours a day for the policy period. Coverage for the fall semester begins on August 15th and ends on January 14th. Spring semester benefits begin on January 15 and continue through August 14th. Student health insurance benefits are available to spouses and dependents. Part-time students are not eligible for SHIP enrollment. Information regarding alternative coverage for part-time students is available in the SHIP office.

Waiver Policy Students who provide proof of continuous enrollment in an alternative U.S.-based health insurance plan with comparable benefits are able to waive out of their SHIP
coverage each semester. U.S.-based health insurance coverage for international students must also include repatriation and medical evacuation. Waivers must be filed for both the fall and spring semesters by their respective deadlines. Please go to: www.boisestate.edu/healthservices/insurance/ to review the comparability requirements. If your alternative health insurance plan meets these comparability requirements, please log on to broncoweb.boisestate.edu to submit your SHIP waiver application (MUST be filed online). Log in to your BroncoWeb account, proceed to Student Finances then proceed to Health Insurance Waiver.

For questions about enrollment or waivers please e-mail SHIP@boisestate.edu or call (208) 426-2158 prior to the waiver deadline.

**Wellness/Health Promotion Services** Health promotion focuses on primary prevention, implementing proven population-based risk reduction strategies for a diverse student population. Programming focuses on the overall education of students in the areas of lifestyle and behavior change that promote physical, psychological, spiritual, and social health. Resources are available to all students online and in the Health & Wellness Center and the Student Recreation Center on campus.

**Other Student Services**

Listed below are a number of services and programs provided to students, staff, and faculty, including services offered by the Student Services Office, the Veterans Services Office, and the Women’s Center.

**Children’s Center** The University Children’s Center provides care for children of students enrolled for six or more credits. Operating hours are 7:00 A.M. – 5:30 P.M., five days a week during fall and spring semesters and thirteen weeks of summer session. Care is provided for children six weeks – five years of age. It is located at the corner of Beacon and Oakland Streets. The Center is licensed through the City of Boise and accredited through the National Academy of Early Childhood Programs. Financial assistance is available. For more information and rates telephone (208) 426-4404.

**Cultural Center** Located on the second floor of the Student Union Building, (208) 426-5950, the Cultural Center is a place where students can meet in a relaxed, friendly atmosphere. The Cultural Center promotes cultural diversity and appreciation through campus-wide cultural awareness programs and through the support of Boise State University’s ethnic organizations’ festivals and events. The Cultural Center also provides a forum for workshops aimed at helping students learn the skills they need for a successful experience at Boise State University.

**Disability Resource Center** is located in the Administration Building, Room 114, (208) 426-1583. It is responsible for providing support services that enable all students with disabilities to participate in Boise State University’s educational and extra curricular programs. Disability Services provides students, faculty, and staff with information about specific disabilities. Services provided include:

- student advocacy
- screening interviews
- referrals to local diagnosticians and community services
- accommodation letters for instructors
- information about and orientation to the university
- registration assistance
- interpreter services
- conversion of print material into accessible formats
- help setting up note taking services
- exam accommodations
- assistive/adaptive technology

For further information, please visit: http://disabilityresourcecenter.boisestate.edu.

**English Language Support Services** Free one-on-one ESL tutoring available for English language learners. Flexible hours are negotiable. Call (208) 426-1189 for information. Additional ESL resources can be found at www.boisestate.edu/esl.

**International Students** The International Programs Office, located at 1136 Euclid Avenue, (208) 426-3652 advises all international students, assisting with orientation, immigration regulations, visa issues, and cultural adjustment. Upon arrival in Boise, new international students must report to the International Programs Office and attend the international student orientation. This office serves as a central source of information for all international students.

**Veterans Services** The Veterans Services Office, located in the Administration Building, Room 111, (208) 426-3744, provides counseling assistance to all of Idaho’s armed forces veterans, National Guard members and reservists, as well as dependents who qualify. Peer counselors assist student veterans and dependents with Veterans Administration educational benefits, individual educational goals. Tutorial and work-study programs for veterans and dependents are also coordinated through the Veterans Services Office.

**Women’s Center** The Women’s Center empowers students to achieve their goals and promotes social change by providing educational outreach, support services, and a safe place. Services include a mentoring program for “non-traditional” women students, support groups, educational workshops, academic internships, a resource lending library, supportive referrals, a single parents club, publication of a monthly newsletter, and sexual assault crisis response. The center sponsors educational programs such as Eve Ensler’s play, The Vagina Monologues, Women’s History month activities, and violence prevention initiatives. For a full list of programs and services visit the website at http://womenscenter.boisestate.edu or stop by the center, located at the corner of Lincoln and University Drive, (208) 426-4259.