Boise State University

1998-1999

Graduate Catalog
Welcome from the President

To all prospective and continuing graduate students, welcome to Boise State University.

BSU is a resource for the future, both for the State of Idaho and for you, the students, who enroll in its programs. Graduate education at BSU is the essence of vitality, intellectual stimulation, and the excitement of expanding your own talents and abilities.

Boise State is the home of internationally recognized scholars and research activities, award-winning teaching faculty, championship athletic teams, and a student body that is growing in numbers, diversification, and international scope.

The campus, bordered by the Boise River greenbelt, is beautifully maintained and provides a relaxed creative environment to promote your personal and intellectual growth. The campus is located within the largest metropolitan area of Idaho and attracts more than one million people annually to its cultural, entertainment, and sporting events.

I am pleased that you are considering or have chosen to join our university community.

My very best wishes for your success.

Charles P. Ruch
President
Graduate Catalog
Boise State University

1998-1999
POLICY STATEMENT CONCERNING CATALOG CONTENTS

The purpose of the Boise State Catalog is to provide current and accurate information about Boise State University for guidance of prospective students, for faculty and administrative officers, for students currently enrolled, and for other education or allied agencies.

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 In particular, when an instructional program is to be withdrawn, the university will make every reasonable effort to ensure that students who are within two years of completing the graduation requirements, and who are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

It is the policy of Boise State University to provide equal educational and employment opportunities, services, and benefits to students and employees without regard to race, color, national origin, sex, creed, age or handicap in accordance with Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 799A and 845 of the Public Health Act, and Sections 503 and 504 of the Rehabilitation Act of 1973, where applicable, as enforced by the U.S. Department of Health, Education, and Welfare.

**Note:** The courses contained in this catalog do not preclude or limit the university in its offerings for any semester or session nor do they restrict the university to the time block (semester) represented by the approved academic calendar.

Boise State University attempts to respond to the educational needs and wants of any and all students when expressed. Requests for courses to be offered whenever they are desired will be favorably received providing that a minimum of 12 qualified students enroll in the class and a competent faculty member is available to teach the course.
# Boise State University
## Graduate Admission Application

To be completed by students holding a bachelor's or higher degree. Please type or print clearly in ink. All entries must be answered. Those that do not apply, mark N.A. If you do not enroll in the semester noted below, you must contact Graduate Admissions before attempting to register for a subsequent semester. **Foreign students may not use this form. Please contact Foreign Student Admissions at 208-385-1757.**

## 1. Semester you plan to initially enroll:  
- [ ] Fall 19
- [ ] Spring 19
- [ ] Summer 19

## 2. Enrollment Status:  
- [ ] Part-time (7 credit hours or less)
- [ ] Full-time (8 credit hours or more)

## 3. Degree Objective from list on back. Check only one and enter here: 

## 4. Full Legal Name  
Last Name: ___________________________ First Name: ___________________________ Middle Name: ___________________________

## 5. Social Security Number: ___________________________

## 6. Date of Birth: ___________________________

## 7. Citizenship: 
- [ ] U.S. Citizen
- [ ] Permanent Resident
- [ ] Citizen of another country

## 8. Mailing Address  
Address: ___________________________ City: ___________________________ State: ___________________________ Zip Code: ___________________________

## 9.Permanent Home Telephone Number: ( ) ___________________________

## 10. Gender:  
- [ ] Male
- [ ] Female

## 11. Will you have been a legal resident of the State of Idaho for the 12 months prior to the start of the semester checked in #1?  
- [ ] Yes
- [ ] No

## 12. Citizenship: 
- [ ] U.S. Citizen
- [ ] Permanent Resident
- [ ] Citizen of another country

## 13. Ethnic Origin (check one):  
- [ ] American Indian
- [ ] Black
- [ ] Hispanic
- [ ] Basque
- [ ] White
- [ ] Oriental/Asian or Pacific Islander
- [ ] I do not care to respond

## 14. Emergency contact  
Name: ___________________________ Relationship: ___________________________ Telephone Number: ___________________________

## 15. Have you previously applied to Boise State University?  
- [ ] Yes
- [ ] No

## 16. Have you previously enrolled at Boise State University?  
- [ ] Yes
- [ ] No

## 17. Colleges or Universities (including this University) attended: Failure to list all institutions attended is considered fraud and subjects applicant to cancellation of registration and dismissal from school.  

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City &amp; State</th>
<th>Dates Attended—Month/Year</th>
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</thead>
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</tr>
</tbody>
</table>

## 18. College or University Degrees held:  

<table>
<thead>
<tr>
<th>Type (B.A., B.S., etc.)</th>
<th>College or University</th>
<th>Major Field</th>
<th>Date Received</th>
</tr>
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</tbody>
</table>

I certify that the statements in this application are true and I understand that prior to enrolling, I need to submit a completed application, $20 non-refundable application fee, and have official transcripts sent directly from each post-high school institution attended directly to the Graduate Admissions Office. (Students pursuing general graduate study or courses of interest need to submit an official transcript from the institution which granted their highest degree.) I understand that any misrepresentation or omission of facts will be cause for denial of admission or dismissal from the University.

Full Legal Signature of Applicant: ___________________________________________ Date: ___________________________

RETURN TO: Graduate Admissions Office, Boise State University, Math/Geoscience 141, 1910 University Drive, Boise, ID 83725.  
Telephone (208) 385-3903 or 385-4204. Toll-free in Idaho 1-800-632-6586. Toll-free nationwide 1-800-824-7017.

ON-LINE APPLICATION: http://www.idbsu.edu/gradcoll
DEGREE OBJECTIVES

DEGREE SEEKING GRADUATE

☐ Doctor of Education
☐ MS in Accountancy
☐ Taxation
☐ MA/MS in Biology
☐ Master of Business Administration
☐ MA in Communication
☐ MS in Computer Science

MA in Education
☐ Art
☐ Curriculum & Instruction
☐ or Curriculum & Instruction Option
☐ Bilingual Education Option
☐ ESL Option
☐ Secondary Certification Option
(Emphasis ______________________)
☐ Early Childhood
☐ Reading
☐ Special Education

MS in Education
☐ Earth Science
☐ Educational Technology (Fall Admission Only)

☐ MA in English
☐ MS in Exercise & Sport Studies
☐ Master of Fine Arts, Visual Arts
☐ MS in Geology
☐ MS in Geophysics
☐ Master of Health Science
☐ MA in History

☐ MS in Instructional & Performance Technology
☐ MA/MS in Interdisciplinary Studies
☐ MS in Management Information Systems

Master of Music
☐ Education
☐ Pedagogy
☐ Performance

☐ Master of Physical Education, Athletic Administration (ISU)
☐ Master of Public Administration
☐ MS in Raptor Biology (Fall admission only)
☐ MA in School Counseling (Fall admission only)

☐ Master of Social Work (Summer or Fall admission only)
☐ MA in Technical Communication

NON DEGREE SEEKING GRADUATE

☐ General Graduate study (Non-education courses)
☐ General Graduate study (Education courses)

NON-GRADUATE STUDY

Teacher Certification
☐ Elementary
☐ Secondary
(Emphasis ______________________)
☐ Endorsement
☐ State checklist

☐ Second Undergraduate Degree
(Major ______________________)

☐ Undergraduate Courses of Interest

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For registration information, see the Summer BSU Directory of Classes.

Last day to mail 1997-98 Free Application for Federal Student Aid (FAFSA) for consideration for financial aid for 1998-99 (including summer 1998).

Fee payment deadline for summer session.

Classes begin for 8-week, 10-week and first 5-week sessions (for refund information, see BSU Directory of Classes).

Last day to submit Admission to Candidacy form to the Graduate Admissions Office for master's or doctoral degree to be awarded in August 1998.

Last day to submit Application for Graduate Degree for master's or doctoral diploma for August graduation - Graduate Admissions Office.

First 5-week session ends.

Independence Day Holiday (school closed).

Classes begin for second 5-week session.

Last day for final oral, project, thesis, or dissertation defense for August graduation.

End of 8-week session.

Last day to submit final signed copies (2) of project or thesis, or dissertation to Graduate Dean's Office for August graduation.

End of 10-week session and second 5-week session.

Fall Semester 1998

For registration information, see the Fall BSU Directory of Classes.

Last recommended date to mail the Free Application for Federal Student Aid (FAFSA) to be considered for 1998-99 need-based scholarships. (The FAFSA is processed by a federal agency and must be received by the BSU Financial Aid Office by March 2.)

Date by which BSU Scholarship Application must be received in the Financial Aid Office to be considered for 1998-99 merit and need-based scholarships.

Last recommended date to mail the Free Application for Federal Student Aid (FAFSA) and supporting documents for best chance of receiving 1998-99 grants, work-study, loans and waivers of non-resident tuition. Students applying after this date may not have financial aid available in time to assist with fall fee payment. The FAFSA is processed by a federal agency and must be received by the BSU Financial Aid Office by April 1.

Date by which all materials must be received in the Financial Aid Office for best chance of receiving 1998-99 grants, work-study, loans and waivers of non-resident tuition. Students whose application materials are received after this date may not have financial aid available in time for fall fee payment.

Last day for all foreign student application materials to be received for fall semester consideration.

Bills will be mailed to students registered for fall semester.

Last day for graduate students to submit applications, transcripts and other materials to the Graduate Admissions Office for fall semester. Applications received after this date might not be processed in time to admit students to degree or certification programs.

Last day to register or drop/add for fall semester 1998 prior to fee payment deadline.

No registration or drop/add services during this period.

Fee payment deadline for registered students. Payment must be received by 5:00 p.m. Payment not received by deadline will result in course cancellation.

Faculty orientation and meetings.

Drop/add for registered and paid students.

Registration for fall semester 1998 reopens, drop/add continues.

Residence Halls open.

Classes begin.

Last day for 100% refund for dropping a class or withdrawing from the University (minus $25 administrative fee).

Last day for faculty initiated drops for nonattendance during the first week of the semester to be turned into the Registrar's Office.

Last day to submit Admission to Candidacy form to the Graduate Admissions Office for master's or doctoral degree to be awarded in December 1998.

Last day to file Application for Graduate Degree for master's or doctoral diploma for December graduation - Graduate Admissions Office.

Saturday classes begin.

Instructor permission required to register or add classes.

Last day to register. Last day to add a class. Last day to change from credit to audit or audit to credit. Last day for refund for dropping a class or withdrawing from the University. Last day to drop a class without a "W" appearing on the transcript.

Labor Day holiday (school closed).

Last day to make changes for first 8-week block (August 24-October 16).

Last day to drop classes. Last day for complete withdrawal. Last day to add internship, directed research, or practicum.

Last day to file application with department for final master's written exam. Columbus Day (school in session).

Second 8-week block begins.

Last day to make class changes for second 8-week block (October 19-December 8).

Final day for written exam for master's degree for December graduation.

Registration for continuing students for spring semester 1999.

Veterans Day (school in session).

Last day for final oral, project, thesis, or dissertation defense for December graduation.

Thanksgiving Holiday (school closed).

Classes resume.

Last day to submit final signed copies (2) of project or thesis, or dissertation to Graduate Dean's Office for December graduation.

Classroom instruction ends.

Final semester examinations (exam schedule listed in the Fall BSU Directory of Classes).

Residence halls close.

Grade reports due to Registrar by noon.
Spring Semester 1999

For registration information, see Spring BSU Directory of Classes.

Last day for all foreign student application materials to be received for spring semester consideration.

Last day for graduate students to submit applications, transcripts and other materials to the Graduate Admissions Office for spring semester. Applications received after this date might not be processed in time to admit students to degree programs.

Last day to register or drop/add for spring semester 1999 prior to fee payment deadline.

No registration or drop/add services during this period.

Bills will be mailed to students registered for spring semester.

Fee payment deadline for registered students. Payment must be received by 5:00 p.m. If you miss this deadline your registration will be canceled.

Faculty meetings.

Drop/add for registered and paid students.

Registration for spring semester 1999 reopens, drop/add continues.

Last day to submit Admission to Candidacy form to the Graduate Admissions Office for master's or doctoral degree to be awarded in May.

Last day to submit Application for Graduate Degree form for master's or doctoral diploma for May graduation - Graduate Admissions Office.

Saturday classes begin.

Last day for 100% refund for dropping a class or withdrawing from the University minus $25 administrative fee).

Last day for faculty initiated drops for nonattendance during the first week of the semester to be turned into the Registrar's Office.

Instructor permission required to register or to add classes.

Last day to register or add classes. Last day to change from credit to audit or audit to credit. Last day for 50% refund for dropping a class or withdrawing from the University (minus 255 administrative fee). Last day to drop a class without a "W" appearing on the transcript.

Last recommended date to mail the Free Application for Federal Student Aid (FAFSA) to be considered for 1999-00 need-based scholarships. (The FAFSA is processed by a federal agency and must be received by the BSU Financial Aid Office by March 1.)

Last day to make class changes for first 8-week block (January 19-March 12).

Presidents Day Holiday (school closed).

Last day to drop classes. Last day for complete withdrawal. Last day to add Internship, directed research, or practicum.

Date by which "BSU Scholarship Application" must be received by the Financial Aid Office to be considered for 1999-00 merit and need-based scholarships.

Last recommended date to mail the Free Application for Federal Student Aid (FAFSA) and supporting documents for best chance of receiving 1999-00 grants, work study, loans and waivers of non-resident tuition. (The FAFSA is processed by a federal agency and must be received by the BSU Financial Aid Office by April 1.) Students applying after this date may not have financial aid available in time to assist with fall semester fee payment.

Last day to make class changes for second 8-week block (March 15-May 7).

Final day for written exam for master's degree.

Last day for final oral, project, thesis, or dissertation defense for May graduation.

Last day to submit final signed copies (2) of master's project or thesis, or dissertation to Graduate Dean's Office for May graduation.

Classroom instruction ends.

Final semester examinations (exam schedule listed in Spring BSU Directory of Classes.)

Grade reports due to Registrar by noon.

Summer Session 1999

For registration information, see Summer BSU Directory of Classes.

Last day to mail 1998-99 Free Application for Federal Student Aid (FAFSA) for consideration for summer financial aid. The FAFSA is processed by an outside agency and must reach the BSU Financial Aid Office by June 4.

Fee payment deadline for summer session.

Last day to submit institutional summer financial aid application. Date by which the BSU Financial Aid Office must receive the processed 1998-99 FAFSA to be considered for summer financial aid (FAFSA) must be received in the BSU Financial Aid Office to be considered for summer financial aid.

Classes begin for 8-week, 10-week and first 5-week sessions (for refund information, see Summer BSU Directory of Classes).

Last day to submit Admission to Candidacy form to Graduate Admissions Office for master's or doctoral degree to be awarded in August.

Last day to submit Application for Graduate Degree form with Graduate Admissions for graduate diploma to be awarded August.

Independence Day Holiday (school closed).

First 5-week session ends.

Classes begin for second 5-week session.

Last day for final oral, project, thesis, or dissertation defense for August graduation.

End of 5-week session.

Last day to submit final signed copies (2) of project or thesis or dissertation to Graduate Dean's Office for August graduation.

End of 10 week session and second 5 week session.
Administrative Information

Information Resources

Mailing Address, Boise State University,
1910 University Drive, Boise, Idaho 83725

General Information  208 385-1011
Toll-free in Idaho  800-632-6586
Toll-free nationwide  800-824-7017
URL, http://www.idbsu.edu

BSU Bookstore,  208 385-1559
Student Union Building

Career Center,  208 385-1747
2065 University Drive

Continuing Education,  208 385-3706
Library, West Entrance, Room 104

Counseling and Testing Center,  208 385-1601
Education Building, Room 605

Financial Aid,  208 385-1664
Administration Building, Room 117

Graduate Admissions,  208 385-3903/4204
Math/Geosciences Building, Room 141

Graduate College and Research,  208 385-3647
Math/Geosciences Building, Room 140

New Student Information Center,  208 385-1820
Student Union Building, Northeast Entrance

Payment and Disbursement Center,  208 385-1212/3699
Administration Building, Room 211

Registrar,  208 385-3486
Administration Building, Room 102-110

Student Health Services,  208 385-1459
2103 University Drive

Student Residential Life,  208 385-3986
Administration Building, Room 214

Student Special Services,  208 385-1583/1679
Administration Building, Room 114

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Boise State University

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Jane C. Ollenburger, Dean, College of Social Sciences and Public Affairs  208 385-3776
Joyce Harvey-Morgan, Dean, Division of Continuing Education  208 385-3706
How to Use this Catalog

Introduction

This catalog describes Boise State University's student policies, services, graduate degree programs, admission requirements, graduation requirements, and other topics of interest to graduate students. Additional information may be found in the brochures, newsletters, flyers, and other materials produced by departments offering graduate programs; to request such information, contact the department chair or the coordinator of the graduate program that interests you.

In addition, you will find much useful information in the BSU Student Handbook, which contains:
- Directory of campus offices
- Academic calendar
- Complete descriptions of services for students
- Information about campus organizations and recreation
- Student policies and procedures

You should consult, as well, the BSU Directory of Classes, which contains:
- Courses offered for the current semester
- Academic calendar and final examination schedule
- Fee schedules and refund policies
- Instructions relating to academic advising, registration procedures, and academic regulations

Changes made to this catalog since publication will be reflected in the on-line catalog found at http://www.idbsu.edu/gradcoll.

System for Numbering Courses

Only courses numbered 500 or higher carry graduate credit, while courses numbered 600 and higher carry graduate credit at the doctoral level. Graduate students may earn graduate credit in courses numbered at the 300 or 400 level. BSU designates such courses with a "G", as in E-402G, Advanced Technical Communication. Finally, in a course designated with a "G," any student enrolled for graduate credit is required to complete extra work, beyond that required of students taking the course for undergraduate credit.

NOTE: Your department has the right to limit the number of "G" credits you can count toward a degree offered within the department. In any event, no more than one-third of the credits used to fulfill graduation requirements for a graduate degree program may be in courses at the 300G or 400G level.

Following the number and title of a course is the course code, consisting of three numbers set inside parenthesis, with each number separated from the others with hyphen, as in (3-0-3). The course code specifies how many:
- classroom hours the course requires each week
- laboratory hours, studio hours, field hours, or other special hours the course requires each week
- credits a student earns after successfully completing the course

The following list shows some typical variations of the basic course code:

(3-0-3) A course requiring three classroom hours (3), with no lab, studio, or other special hours (0), carrying three credits (3).

(3-4-5) A course requiring three classroom hours and four laboratory or studio hours, carrying five credits.

(0-4-0) Laboratory hours, with no classroom hours or credits (usually linked to another course that requires the laboratory).

(0-2-1) No classroom hours, but instead two hours per week of studio art or perhaps a fitness activity, carrying one credit.

In addition to the classroom hours, lab hours, and credits, the course code may also specify the academic period in which the course is offered. The following list illustrates these conventions:

(F) Offered only during fall semester.
(S) Offered only during spring semester.
(F,S) Offered during both fall semester and spring semester.
(F/S) Sometimes offered only during fall semester, or only during spring semester, or during both fall and spring.
(F,SU) Offered only during fall semester and summer session.
(S,SU) Offered only during spring semester and summer session.

If none of these indicators appears alongside the code, then the course is offered during fall semester, spring semester, and summer session.

Entries in this catalog may consist of two course numbers with a hyphen in between; the hyphen signifies that the first course is a prerequisite to the second. However, if a comma appears between the two course numbers, then either course may be taken independently of the other.

Other authorized abbreviations are:
- PREREQ: Prerequisite: You must take Course A before you may take Course B.
- COREQ: Corequisite: You must take both Course A and Course B concurrently.
- PERM/INST: You must have the instructor's permission to take the course.
- PERM/CHAIR: You must have the department chair's permission to take the course (or the permission of the chair's representative).
How to Use this Catalog

University Wide Course Numbers

The following numbers are the same for all graduate programs. These courses may be offered for variable credit. Your supervising professor or committee will determine which credits may apply to your graduate program.

580-589 SELECTED TOPICS Subjects normally offered and studied in one department can be divided into as many as 10 areas. Each area will be assigned one number of the 580-589 group. Although the topics considered in the courses in any one area may vary from semester to semester, repeated use of any one number implies that the topics continue to be selected from the same area.

590 PRACTICUM/INTERNSHIP To earn graduate credit you must have a 3.00 cumulative GPA and no more than 12 credits may be applied toward a graduate degree or second undergraduate degree. Some graduate programs, however, accept only 3 internship credits. Practicum/Internship cannot be repeated to improve a grade.

591 PROJECT Identification and presentation of an educational need through systematic study and the fulfillment of that need by the development of a usable product; such as, an audio-visual unit, a curriculum guide or resource unit, a collection of teaching strategies, or the preparation of a handbook or computer software. Graded A through F or Pass/Fail.

592 COLLOQUIUM An informal meeting to discuss research, creative works or presentations on specialized topics within a broad field of study. Each meeting is usually led by a different presenter.

593 THESIS The presentation of research or creative activity that demonstrates the student’s ability to conduct an independent investigation, collect and analyze data, apply critical and creative thinking and present the results in a clearly written and scholarly manner. Graded A through F or Pass/Fail.

594 EXTENDED CONFERENCE OR WORKSHOP Used for courses meeting more than 3 weeks. Graded A through F or Pass/Fail.

595 READINGS AND CONFERENCE The conduct of topical research, assigned readings or literature review with individualized guidance and supervision by a professor.

596 DIRECTED RESEARCH Masters’ programs may include directed research credits at the discretion of your supervising professor or graduate committee. You may earn a maximum of 9 credit hours with no more than 6 in a given semester or session.

597 SPECIAL TOPICS These are courses on topics of timely, special or unusual interest not contained in the regular catalog courses of a graduate program. Descriptions for these courses are given in the Directory of Classes published each semester.

598 SEMINAR Small group meetings for the exchange of ideas, debate of issues, or presentation of research. Format, conduct, and purpose of seminars varies widely among disciplines.

599 SHORT TERM CONFERENCE OR WORKSHOP Used for courses meeting 3 weeks or less. Graded A through F or Pass/Fail.

693 DISSERTATION See Doctor of Education. Graded A through F or Pass/Fail.
An Introduction to Boise State University

Boise

Boise—Idaho’s state capital and center of business—is the largest metropolitan center between Portland, Oregon, and Salt Lake City, Utah. Set against a backdrop of the Rocky Mountain foothills, Boise is one of the most attractive and enjoyable cities in the nation. A growing city of more than 163,000 people, Boise enjoys a varied economy based on high technology, agricultural products, tourism, government agencies, and manufacturing.

Known as the City of Trees, Boise is located in a land of infinite variety. To the south are rich farmlands, a rugged high mountain desert, North America’s tallest sand dunes and the famous Birds of Prey Natural Area. To the north, forests, whitewater rivers and mountain lakes provide opportunities for kayaking, fishing, hunting and hiking. Bogus Basin ski resort is just 16 miles from the BSU campus, and world-famous Sun Valley is less than three hours away.

The Boise Greenbelt, a 19-mile network of city parks and riverside paths, runs through the campus. Three city parks are within walking distance of BSU, and a footbridge spans the Boise River, linking the campus to Julia Davis Park, where the Boise Art Museum, Idaho State Historical Museum, and Zoo Boise are located. An array of outdoor activities—fishing, hiking, skiing, river rafting, golf, tennis, camping—are available only a short distance from campus.

The city and campus offer many cultural opportunities, such as the Boise Philharmonic, Ballet Idaho, Boise Civic Opera, Idaho Shakespeare Festival, SummerFest, and a variety of other theatrical and musical productions. Touring artists frequently perform in the Morrison Center and Pavilion, both on the BSU campus. In addition, a variety of national sporting events are held at the BSU Pavilion.

The University’s Mission

Boise State University exists to educate people. Our goal is to foster an intellectual atmosphere that produces educated, literate people—people knowledgeable of public affairs, committed to life-long learning, and capable of creative problem solving. As a student at BSU, you have an opportunity to receive an education that will prepare you not only for employment and career advancement, but also for participation in society as an active, informed citizen.

Since its inception, the university has responded to the wide-ranging academic needs of the community, serving Boise and the surrounding area with undergraduate and graduate programs, research, and public service. An urban university, BSU reflects the character and spirit of Boise—Idaho’s center of business and government. In fact, to ensure that BSU’s mission takes its cue from the university’s urban setting, the Idaho State Board of Education has mandated that we place primary emphasis on education in the following areas:

- business and economics
- social sciences
- public affairs
- performing arts
- education
- interdisciplinary studies
- technology

At the same time, the university places continuing emphasis on the health professions and the physical and biological sciences related to the health professions, while maintaining basic strengths in the sciences and liberal arts.

The University’s History

In 1932, the Episcopal Church founded Boise Junior College, the first post-secondary school in Idaho’s capital. When the Episcopal Church discontinued its sponsorship in 1934, Boise Junior College became a nonprofit, private corporation, sponsored by the Boise Chamber of Commerce and by the community. In 1939, the State Legislature created a junior-college taxing district to fund the college through local property taxes. By the end of the 1930s, Boise Junior College boasted an enrollment of 600 students. Originally located at St. Margaret’s Hall, near the present site of St. Luke’s Regional Medical Center, the school was moved in 1940 to its present location alongside the Boise River. In 1965, Boise Junior College became a four-year institution and was renamed Boise College. In 1969, the school was brought into the state system of higher education and the Graduate College was established. In 1971, two master’s programs were approved; the Master of Business Administration and the Master of Arts in Elementary Education. In 1974, Boise State College became Boise State University; and in the following year the university established the Master of Public Administration. That same year, the Master of Arts in Education program was expanded to include options in secondary education.

The University now has 25 master’s programs with 20 areas of emphasis and its first doctoral program, the Doctor of Education in Curriculum and Instruction (1994). Graduate student enrollment continues to increase steadily and currently more than 4,600 students are enrolled through the Graduate College.

During its 63-year history, BSU has operated under the leadership of five presidents:
- Bishop Middleton Barnwell (1932-34)
- Eugene B. Chaffee (1934-67)
- John B. Barnes (1967-77)
- Charles P. Ruch (1993-present)

Accreditation

The university is a fully accredited member of the Northwest Association of Schools and Colleges and holds permanent
An Introduction to Boise State University

membership on the College Entrance Examination Board and in the College Scholarship Service Assembly. Many of BSU’s academic programs have special accreditation or endorsement from one or more of the following organizations:

- American Assembly of Collegiate Schools of Business
- American Chemical Society
- American Council for Construction Education
- American Dental Association Commission on Dental Accreditation
- Commission on Accreditation of Allied Health Education Programs
- Computing Science Accreditation Commission
- Council on Social Work Education
- Idaho State Board of Nursing
- International Association of Counseling Services
- Joint Review Committee on Education in Radiologic Technology
- Joint Review Committee on Respiratory Therapy Education
- National Association of Schools of Music
- National Association of Schools of Public Affairs and Administration
- National Association of Schools of Theater
- National Association of State Directors of Teacher Education and Certification
- National Athletic Trainers Association, Inc.
- National Council for Accreditation of Teacher Education
- National League for Nursing

Students and Faculty

Each semester, BSU enrolls more than 15,000 students in its academic and applied technology programs. Students come to BSU from every county in Idaho, from nearly every state in the nation, and from numerous foreign countries. The university’s urban setting both attracts and complements this diverse student body, which includes many nontraditional students as well as traditional students enrolling directly from high school.

Because Boise is the commercial, financial, health care, and governmental center of Idaho, as a BSU student you can reach beyond the classroom for experiences unavailable elsewhere in the state. For instance, you can enhance classroom learning and gain valuable work experience by serving as an intern with the State Legislature, government agencies, or private business and industry. In addition, you can attend a wide variety of civic, cultural, and social events hosted by BSU.

You will find that the university attracts faculty who are dedicated to excellence in teaching, creative in generating new knowledge, and generous in using their expertise to solve society’s problems. Moreover, the faculty at BSU recognize that high-quality teaching is their primary goal, giving you the opportunity to work with some of the West’s most respected scientists, artists, researchers, and educators.

The Graduate Faculty consists of full-time faculty members approved by the Graduate Council to teach graduate-level courses, supervise graduate students, and participate in conducting graduate programs. Some part-time faculty members are appointed as members of the Adjunct Graduate Faculty; they are approved by the Graduate Council to teach graduate courses or serve on graduate committees. Of the 473 individuals who make up the Graduate Faculty, 97% possess a terminal degree.

In addition to helping students learn, BSU faculty assist business, industry, educational institutions, government agencies, and professional groups with educational programs and research-and-development efforts. The university also assists organizations in upgrading the knowledge and skills of employees.

A Tour of the Campus

BSU’s 113-acre main campus is bordered to the north by the Boise River, to the south by University Drive, to the east by Broadway Avenue, and to the west by Ann Morrison Park. Step across the footbridge spanning the Boise River, and you are in the open green space of Julia Davis Park, home to the Idaho Historical Museum, the Boise Art Museum, and Zoo Boise. Just a few minutes’ walk from campus is downtown Boise, where you will find inviting shops, fine restaurants, and vibrant nightlife.

On campus, the Administration Building contains the offices of several student services, including admissions, financial aid, student residential life, and the registrar. The Counseling and Testing Center is located in the Education Building, while the Student Health Center and the BSU Career Center are located across University Drive from the main campus.

The Business Building features computer labs and three electronic classrooms furnished with the latest in teleconferencing equipment. In addition, the Engineering Technology Building contains modern classrooms and laboratories—many equipped with computers—for use in engineering, construction management, and other technical programs. Both the Education Building and the Liberal Arts Building offer comfortable, well-equipped classrooms and computer labs, as do the Math/Geosciences Building, the Public Affairs/Art West Building, and the new Multi-Purpose Classroom Building.

Other notable features of the campus include the Centennial Amphitheatre—an outdoor venue for lectures, concerts, and plays—and the Morrison Center for the Performing Arts, which houses the music department, the theatre arts department, a 2,000-seat performance hall, a 200-seat recital hall, and a 200-seat theater.

In the Simplot/Micron Instructional Technology Center, BSU is pioneering the use of technology to improve the effectiveness of instruction and to provide learning opportunities at remote locations. For instance, a satellite earth station and an inter-campus microwave system enable students...
scattered throughout the state to participate in classes conducted on campus.

BSU students also enjoy a contemporary Student Union, which provides facilities for social, recreational, and cultural activities. In addition to a computer store, a quick-copy center, and three dining areas, the Student Union contains a game room, several lounges, the Outdoor Rental Center, the BSU Bookstore, and the Bronco Shop. While at the Student Union, you can stop by the Information Desk to pick up tickets for campus programs and community events, or visit the offices of more than 130 recognized student organizations.

The Intramural/Recreation Office and one of BSU’s Children’s Centers are located in the BSU Pavilion, Idaho’s largest multi-purpose arena. When not filled with fans of Bronco basketball, gymnastics, or volleyball, the Pavilion is the site of concerts, professional sporting events, and family entertainment. Nearby is Bronco Stadium, the largest stadium in the Big Sky Conference, with a seating capacity of 30,000.

The Albertsons Library

The Library and its collections support the curricular and research efforts of the university. The Library’s holdings exceed 2 million items, including:

- 455,951 monograph volumes
- 57,000 bound periodicals
- 4,686 current periodicals, newspapers, and other serials
- 127,305 maps
- 166,400 government publications
- 1,223,235 microform pieces
- 59,694 audiovisual

You may use Catalyst, the Library’s computerized catalog, to quickly identify material which the Library owns. You can log-on to Catalyst from outside of the Library as well as from within.

The Curriculum Resource Center houses print and nonprint materials for elementary and secondary education, a collection of juvenile and young-adult books, and nonprint materials for college-level instruction. The Library’s Government Documents collection is a depository for selected United States, Canadian Federal, and Idaho State publications. The Library also has a Map Collection which not only covers a wide array of subjects; but also, is very detailed in its coverage of Idaho.

The Reference Area contains a large collection of magazine indexes, in both paper and CD-ROM formats; and an extensive collection of handbooks, encyclopedias, dictionaries, as well as other types of reference materials. The Reference Area also provides both basic and advanced bibliographic search materials, and instruction in the use of them. In this area, too,
An Introduction to Boise State University

you may obtain information about, and assistance in, the use of the entire library.

The **Special Collections** area contains manuscript collections, rare books, and the university archives. In addition to housing the papers of Senators Len B. Jordan and Frank Church, and Interior Secretary/Governor Cecil Andrus, this area also maintains the Frank Church Room, in which memorabilia from the Senator’s life and career are displayed. The **Warren McCain Reading Room**, located on the second floor, contains an extensive collection of books and materials about the literature, art, economics, history and other aspects of the American West.

**Computer Resources**

The university provides student access to a variety of computer resources. For instance, the **Center for Data Processing** operates two computer labs (one for students and one for faculty); many other computer labs are maintained by various colleges or departments. Most of BSU’s offices and computer labs are connected to the campus fiber-optic network, allowing users to tap into the Campus-Wide Information System or gain access to the Internet. Students do not need accounts to gain access to the Internet as this can be done from most labs on campus.

BSU does not provide dial-in to e-mail or the Internet from off campus. E-mail accounts for students are available in two forms. Students who do not want to access their e-mail from home can fill out the application form at the Center for Data Processing. These accounts can be accessed from any lab on campus. Those students who want access to e-mail and the Internet from home will need to purchase access through an Internet service provider (ISP). The university has negotiated a contract with Micron Internet Services to provide an innovative pricing plan for students based on usage. Micron e-mail can be accessed from campus.

As a graduate student at Boise State University, you will have the opportunity to increase your computer skills—in fact, you will be expected to do so. For more information about the computer skills required in your discipline, please consult your graduate program coordinator.

**Athletics and Recreation**

The purpose of the intercollegiate athletic program at Boise State University is twofold. First, to provide opportunities for a meaningful athletic experience for as many students as possible. Second, to develop and maintain a competitive Division I athletic program that competes on a regional and national basis and strives for excellence in both men’s and women’s athletics within the boundaries of integrity and honesty.

The athletic program is an integral part of the university and its total educational purpose. The objectives of the athletic program are in harmony with the mission and role of the university.

The university adheres to the principles of fair play and amateur athletic competition as defined by the NCAA. The university is concerned with the physical welfare of the student-athlete and strives to ensure that every student-athlete has the opportunity to succeed academically and obtain a degree.

The university competes as a member of the Big West Conference in football, volleyball, men’s and women’s basketball, men’s and women’s cross country, men’s and women’s track and field, gymnastics, men’s and women’s golf, and men’s and women’s tennis. The university competes in the PAC-10 in wrestling.

Student ticket policies to athletic events are listed in the **BSU Student Handbook**.

The **Equity in Athletics Disclosure Report** for Boise State University is available at the Athletic Department and the reserve book room in the library. The report provides participation rates, financial support, and other information on men’s and women’s intercollegiate athletic programs.
Graduate College

Dean:
Kenneth M. Hollenbaugh, Ph.D.
Math/Geosciences Building, Room 140
Telephone 208 385-3647

Graduate Admissions Coordinator:
Brian Newkirk
Math/Geosciences Building, Room 141
Telephone 208 385-3903/4204
FAX 208 385-4061
http://www.idbsu.edu/gradcoll
E-mail: gradcoll@bsu.idbsu.edu

Graduate Degrees Offered
Doctor of Education, Ed.D.
Master of Arts, M.A.
Master of Business Administration, M.B.A.
Master of Fine Arts, M.F.A.
Master of Health Science, M.H.S.
Master of Music, M.M.
Master of Public Administration, M.P.A.
Master of Physical Education, M.P.E.
Master of Science, M.S.
Master of Social Work, M.S.W.

Dr. Kenneth M. Hollenbaugh
Dean, Graduate College and Research

Dr. Kenneth M. Hollenbaugh
Dean, Graduate College and Research

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## Graduate Degree Programs (continued)

<table>
<thead>
<tr>
<th>Graduate Degree Programs</th>
<th>Graduate Program Coordinators</th>
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<tbody>
<tr>
<td>Master of Health Science</td>
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<tr>
<td>Environmental Health</td>
<td>Gary Shook, Sc.D.</td>
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<tr>
<td>General Research</td>
<td></td>
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<tr>
<td>Health Policy</td>
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<tr>
<td>Health Promotion</td>
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<tr>
<td>Substance Abuse</td>
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<tr>
<td>Master of Arts in History</td>
<td>Sandra Schackel, Ph.D.</td>
</tr>
<tr>
<td>Master of Science in Instructional &amp; Performance Technology</td>
<td>David Cox, Ph.D.</td>
</tr>
<tr>
<td>Master of Arts/Science in Interdisciplinary Studies</td>
<td>Kent Neely, Ph.D.</td>
</tr>
<tr>
<td>Master of Science in Management Information Systems</td>
<td>Harry White, Ph.D.</td>
</tr>
<tr>
<td>Master of Music</td>
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<tr>
<td>Music Education</td>
<td>Jeanne M. Belfy, Ph.D.</td>
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<tr>
<td>Performance</td>
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<tr>
<td>Pedagogy</td>
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<tr>
<td>Master of Physical Education in Athletic Administration</td>
<td>Ronald Pfeiffer, Ph.D.</td>
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<tr>
<td>Master of Public Administration</td>
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<tr>
<td>General Public Administration</td>
<td>James B. Weatherby, Ph.D.</td>
</tr>
<tr>
<td>Environmental and Natural Resources Administration</td>
<td></td>
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<tr>
<td>State and Local Government Policy and Administration</td>
<td></td>
</tr>
<tr>
<td>Master of Science in Raptor Biology</td>
<td>Marc J. Bechard, Ph.D.</td>
</tr>
<tr>
<td>Master of Arts in School Counseling</td>
<td>Margaret Miller, Ph.D.</td>
</tr>
<tr>
<td>Master of Social Work</td>
<td>Martha Wilson, Ph.D.</td>
</tr>
<tr>
<td>Master of Arts in Technical Communication</td>
<td>Mike Markel, Ph.D.</td>
</tr>
</tbody>
</table>
General Policies

This chapter defines the general policies governing the following matters:

- your rights and responsibilities as a student
- student records
- enrollment status
- right of appeal
- academic honesty and dismissal
- acceptable academic performance
- course repeat policy
- administrative withdrawal from BSU

Additional information on these policies is available in the BSU Student Handbook and the BSU Administrative Handbook. The BSU Student Handbook may be obtained from the Office of the Dean of Student Special Services, Administration Building, Room 114, while the BSU Administrative Handbook is available for inspection at administrative offices (including the Graduate Dean's Office, Math/Geosciences Building, Room 140).

Your Rights and Responsibilities

BSU 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, BSU 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 BSU Student Handbook to acquaint you with your rights and responsibilities as a student. In the BSU Student Handbook, for instance, you will find the Student Bill of Rights and the Code of Conduct, along with information on:

- fees
- health insurance
- parking
- services for students
- student organizations
- university committees
- civic and cultural events
- academic regulations
- university policies and procedures governing sanctions, judicial procedures, and hearing boards

Each student is expected to be familiar with the information in the BSU Student Handbook. You can obtain a copy from the Office of the Dean of Student Special Services, Administration Building, Room 114. The telephone number is 208 385-1583.

Student Records

The Graduate Admissions Office 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, BSU will provide them in a timely and efficient manner.

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

Transcript Records

The Registrar's Office makes every effort to ensure that transcript records are up to date, accurate, and true. 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 102. The telephone number is 208 385-3486.

Confidentiality and Privacy

Following the guidelines established by the Family Rights and Privacy Act of 1974, the university strives to protect your personal privacy and the confidentiality of your official student record. This section generally describes BSU's policy on confidentiality and privacy, as defined by the BSU Administrative Handbook.

Most of the information in your student record is considered confidential, with the following exceptions:

- your local address
- your local telephone number
General Policies

- your major field of study
- the dates you attended BSU
- your student classification
- your enrollment status (for example, whether you are a full-time student or a part-time student)
- the type of any degree you have earned from BSU and the date on which you received it.

The information listed above is considered public information; however, the university does not release lists of students or name-and-address labels to businesses or agencies outside the university. If you wish to limit access to this information, you should notify the Registrar's Office that you want the information treated as confidential. You can do so by completing a privacy request form, available at the Registrar's Office, Administration Building, Room 110.

In discharging their official duties, BSU 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—BSU faculty and staff must first secure your written permission to do so.

Name or Address Changes

Whenever BSU policies or procedures call for the Registrar’s Office to send written notification to a student, that obligation is fulfilled when the Registrar’s Office mails the notification to the student’s last address on record. Therefore, you must immediately inform Graduate Admissions, Math/Geosciences Building, Room 141, and the Registrar’s Office, Administration Building, Room 110 of any change in your name or address. You may do so in person, by telephone, or by sending in a change-of-address card from the post office.

Verification of Your Enrollment Status

Every day, BSU responds to phone calls or letters from people wanting to verify an individual’s enrollment status. Requests for verification often come from such businesses as employment agencies, insurance companies, and lending agencies. For example, a lending agency may request verification of your enrollment status to determine if you are enrolled at least half-time and therefore are eligible for continued deferment of a student loan.

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, BSU calculates your enrollment status according to Table 1.

### Table 1: Schedule Used to Determine Enrollment Status (in Response to Outside Inquiries)

<table>
<thead>
<tr>
<th>Number of Graduate Credits (currently enrolled)</th>
<th>Enrollment Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 or more</td>
<td>Full-Time</td>
</tr>
<tr>
<td>6</td>
<td>Three-Quarter-Time</td>
</tr>
<tr>
<td>5</td>
<td>Half-Time</td>
</tr>
<tr>
<td>3 or fewer</td>
<td>Less than Half-Time</td>
</tr>
</tbody>
</table>

**Note:** If you are taking a combination of graduate and undergraduate courses, a different formula is applied. Please contact the Registrar’s Office at 208 385-4249 for further information.

**Note:** If you are receiving financial aid, please read the chapter on Financial Aid 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 111, to determine your enrollment status.

Academic Honesty and Dismissal

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. 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:

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

**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.
Responding to academic dishonesty is the responsibility of the instructor of the course in which the dishonesty occurs. If plagiarism or other academic dishonesty is committed during the course of thesis, project, or dissertation work, the research advisor, in consultation with the student’s committee and the Graduate Dean, shall determine the appropriate response.

A student guilty of academic dishonesty may be dismissed from the class, may receive a failing grade, or may be dismissed from the university.

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

- A Student’s Guide to Writing at BSU
- BSU Administrative Handbook
- BSU Student Handbook

Acceptable Academic Performance

BSU expects all graduate students to strive toward—and attain—academic excellence. If your academic performance is unsatisfactory, you may be withdrawn from the degree program by the Dean of the Graduate College, acting on the recommendation of your department.

To be eligible to receive a degree from the Graduate College, you must have a grade-point average (GPA) of 3.00 (B) or better in all graduate work specific to your program of study. You must receive a grade of A or B in a 300G- or 400G-level course in order to count those credits toward your graduate degree. Finally, you cannot count grades below C to meet any requirement of a graduate degree program.

If you are seeking a graduate degree and you earn a cumulative GPA of less than 3.00 for two consecutive semesters, you will be withdrawn from the graduate program and academically disqualified for any further graduate level work.

Course Repeat Policy

If you receive a final grade of D in a 500- or 600-level course required for your graduate degree, you may attempt to improve the grade by repeating the course only one time. If that attempt is unsuccessful, you will be withdrawn from the graduate program and academically disqualified from any further graduate level work. The course must be repeated the next semester you are enrolled or you will waive your right to repeat the course. If not enrolled, a "D" will stand indefinitely.

If you receive a final grade of F in a 500- or 600-level course required for your graduate degree, you cannot retake the course. You will be withdrawn from the graduate program and academically disqualified from any further graduate level work.

Administrative Withdrawal from BSU

An administrative withdrawal is the process by which BSU 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, BSU 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:

- 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 tuition, fees, 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 Graduate Dean justifying the withdrawal of the student. The Graduate Dean will complete the withdrawal procedure in cooperation with the Registrar’s Office and the Dean of Student Special Services. Please refer to the sections on Acceptable Academic Performance and Course Repeat Policy for more information on withdrawals.

Administrative withdrawals due to nonpayment of financial obligations (tuition, fees, library fines, overdue loans, deferred fees, housing accounts, etc.) will be recorded with a grade of ‘W’ and will appear on the student’s transcript if processed after the 10th day of the semester.

Administrative withdrawals due to ineligibility to be in a course or continue in school for reasons other than nonpayment of financial obligations will be recorded with a grade of ‘NG’ (no grade) and 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 are 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.

If you appeal an academic policy or requirement, that appeal will be reviewed by the Graduate Dean and by the University Appeals Committee if appropriate. For more information about appeals and grievances, see the BSU Student Handbook and the BSU Administrative Handbook.
If you have questions about these policies:

Contact Graduate Admissions Office
Math/Geosciences Building, Room 141
208 385-3903 or 385-4204
FAX 208 385-4061
http://www.idbsu.edu/gradcoll
e-mail: gradcoll@bsu.idbsu.edu

Application Deadlines

You are strongly encouraged to submit all graduate application materials seven to nine months in advance of the date that you plan to enroll, but applications will be accepted anytime before the deadline dates listed below. Deadlines for all applicants seeking admission as degree-seeking students are as follows:

Fall Semester 1998: July 22, 1998*
Spring Semester 1999: November 25, 1998*
Summer Sessions: One week before classroom instruction begins

* Some programs have an earlier deadline. Please check specific program listing for deadlines.

These deadlines are strictly enforced. Therefore, you must ensure that the Graduate Admissions Office receives all of your application materials before the admission deadline.

If you fail to do so, you may still be admitted to the university although you will not be given an appointment to register and must register during open registration. If you are a degree-seeking student, your admission by the first day of the semester cannot be guaranteed.

NOTE: You should apply for some types of financial aid—such as assistantships—when you apply for admission. For further information, see the chair of the department offering the financial aid, or see the coordinator of the graduate program within that department. Most deadlines for applying for financial aid are March 1 or earlier, and are noted in the section entitled "Financial Aid for Graduate Students."

General Admission Policies

To be admitted to the Graduate College, you must hold at least a bachelor's degree from an accredited institution and you must have a cumulative grade-point average of at least 2.75 on a 4.00-point scale for all undergraduate credits.

In addition, if you have attended another institution as a graduate degree seeking student but did not complete the degree, you must demonstrate that you departed that institution in good academic standing in order to be eligible for admission to a graduate degree program at BSU.

If you are granted admission, you will initially have Unclassified status, which indicates that you have been admitted to the Graduate College but have not yet been admitted to a graduate degree program. You retain this Unclassified status until you have been accepted into a graduate degree program, and you may take classes while awaiting acceptance. You will not be eligible for federal financial aid while you have Unclassified status.

When you are admitted to a graduate degree program, your status changes to either Regular or Provisional. Regular status indicates that you have been accepted with full graduate standing. Provisional status establishes a probationary period, during which you must meet stipulated requirements for Regular status. Ordinarily, by the time you have completed 12 credits of approved study, your department will decide whether to admit you with Regular status.

NOTE: If you take classes as an Unclassified student, you may count toward a graduate degree no more than nine credits earned in those classes. If you are accepted into a graduate degree program, your department will decide which credits, if any, they will accept from your work as an Unclassified student.

You can obtain further information about admission to the Graduate College from the Graduate Admissions Office, which provides counseling services to applicants. The Graduate Admissions staff evaluates all transcripts submitted by applicants and verifies that all requirements for admission have been met. However, please note that admission requirements vary from one graduate program to another; for example, one program may require you to take the Graduate Record Exam (GRE), while another program may require that you submit a portfolio of recent work. To ensure that you've satisfied all admission requirements, consult the catalog description of the graduate program to which you are applying.

NOTE: All documents received by BSU in conjunction with an application for admission become the property of Boise State University. These documents will be duplicated only for use in advising at BSU. Moreover, the original documents will neither be returned to the applicant nor forwarded to any individual unaffiliated with BSU or forwarded to any other agency, organization, college, or university.

Applying as a Degree-Seeking Student

To apply for admission as a degree-seeking student, complete the following steps before the deadline specified in "Application Deadlines," above.

1. Submit an application for admission to the Graduate Admissions Office, along with the $20.00 application fee (non-refundable).

   An application is available inside the front cover of this catalog or you may submit an on-line application available at http://www.idbsu.edu/gradcoll

2. Request official transcripts from each educational institution you have attended beyond high school. Instruct the institutions to send the transcripts directly to the Graduate Admissions Office, Room 141, Math/Geosciences Building, Boise State University, 1910 University Drive, Boise, ID 83725.
Table 2: How to Apply for Admission to the Graduate College at BSU

To apply for graduate admission, submit to the Graduate Admissions Office all materials indicated in the checklist below. All admission materials must be received in Graduate Admissions by the posted deadline. (See Academic Calendar.)

**New Degree-Seeking Graduate Applicants**
- Graduate Admission Application.
- One-time, nonrefundable $20 application fee.
- Official* transcripts from all postsecondary institutions showing all courses completed and degrees earned.
- Official GRE, GMAT, MAT scores, if required.
- Letters of recommendation and/or other materials that may be required by the program to which you are applying.

**Returning Applicants Previously Admitted to a Graduate Degree Program**
If you are a BSU graduate student who has not attended for one semester or more (not including summer), you must reapply for admission. Submit the following:
- Graduate Readmit Application.
- One-time, nonrefundable $20 application fee, if not previously paid.

Also submit any of the following that are needed to complete your file:
- Official* transcripts from all other colleges attended.
- Official GRE, GMAT, MAT scores, if required.

**Note:** BSU retains admission materials for five years after your last term of enrollment. Please submit new materials if you have not attended BSU within the last five years.

**Nondegree-Seeking Applicants**
- Graduate Admission Application or Graduate Readmit Application.
- One-time, nonrefundable $20 application fee, if not previously paid.
- Official* transcript from institution which granted your highest degree.

**Applicants Seeking a Second Baccalaureate Degree**
- Graduate Admission Application.
- One-time, nonrefundable $20 application fee.
- Official* transcripts from all postsecondary institutions showing all courses completed and degrees earned.

**Applicants from Other Countries**
- International Student Graduate Application
- One-time, nonrefundable $30 application fee.
- Official* proof of graduation and transcripts from each educational institution attended beyond high school.**
- Official TOEFL results.
- Official GRE, GMAT scores, if required.
- Letters of recommendation and other materials required by the program to which you are applying.
- Documentation to demonstrate adequate financial resources to cover one year living expenses, tuition, and fees.

* To be official, transcripts must be sent by the issuing institution directly to the BSU Graduate Admissions Office.

**Applying as a Non-Degree-Seeking Student**
You may apply for admission as a non-degree-seeking student if you meet the following criteria:
- You have earned a bachelor's degree or a higher degree from an accredited institution.
- Your grade-point average is at least 2.75 on a 4.00-point scale.
Graduate Admission Policies and Procedures

To apply for admission as a non-degree-seeking student, complete the following steps before the deadline specified in the current academic calendar.

1. Submit an application for admission to the Graduate Admissions Office, along with the $20.00 application fee (non-refundable).
   An application is available inside the front cover of this catalog or you may submit an online application available at http://www.idbsu.edu/gradcoll.

2. Request an official transcript from the institution that granted your bachelor's degree or higher degree. Instruct the institution to send the transcript directly to:
   - Graduate Admissions Office
   - Math/Geosciences Building, Room 141
   - Boise State University
   - 1910 University Drive Boise, ID 83725

If you are a non-degree seeking student, you may register for as many credits as you wish but you will be ineligible for financial aid.

Applying for Admission as an International Graduate Student

Boise State University welcomes applications from qualified students around the world. The requirements described below apply to all applicants holding citizenship in a country other than the United States.

You must apply for admission as a graduate student if you have earned—from an accredited institution—the equivalent of a U.S. 4-year bachelor's degree or higher degree, even if you plan to enroll in an undergraduate program.

To apply for admission to BSU, complete the following steps before the deadline specified in the current academic calendar.

1. Submit a completed International Student Graduate Application to the BSU International Student Admissions Office, Administration Building, Room 107 along with the $30.00 application fee (non-refundable).

2. Request official transcripts and proof of graduation 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:
   - BSU International Student 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 English translation. If the institutions cannot submit these documents directly to the BSU International Student Admissions Office, you may substitute (1) certified copies of official academic records and (2) proof of graduation. The certified copies must be issued by an official of the institution.

3. Take the Test of English as a Foreign Language (TOEFL). Ensure that the results of these exams are forwarded to the BSU International Student Admissions Office. (The institution code number for BSU is 4018.) For applicants to graduate degree programs, BSU requires a minimum TOEFL score of 550.

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 Admissions Office
   - Math/Geosciences Building, Room 141
   - Boise State University, Boise, ID 83725

(You must apply for admission as a graduate student if you have earned—from an accredited institution—the equivalent of a U.S. 4-year bachelor's degree or higher degree, even if you plan to enroll in an undergraduate program.)

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 BSU International Student Admissions Office.

After you have met all of the requirements for admission and have been accepted to a degree program, the Foreign Student Services Coordinator will issue you an I-20 form, which you will need to obtain an F-1 student visa. For more information, please contact the International Student Admissions Office. Telephone: (208) 385-1757.

NOTE: All full-time students must be covered by health insurance. Your student fees cover the cost of participating in BSU's health insurance plan. However, you may not be required to participate in the plan if you are already covered by a health insurance policy offering coverage equal to (or exceeding) the coverage provided by BSU's health insurance plan. To receive an exemption from this requirement, you must submit proof of insurance within the first 10 working days of the semester.

Seniors Taking Graduate Courses for Graduate Credit

If you are a BSU senior, you may enroll in a graduate course and have the credits recorded on your transcript as graduate credits. However, you must first secure approval from both the chair of the department offering the course and the Dean of the Graduate College. Finally, you must demonstrate that the graduate credits will not interfere with your ability to graduate during that academic year.

Any credits you earn in this fashion may be counted toward an undergraduate degree, or, they may be applied toward a graduate degree at Boise State University, but not both. You determine how the credits are to be used before you enroll in the graduate course. Please note that courses in the M.B.A. program are excluded from this policy.
If you wish to take graduate courses for graduate credit, contact the Registrar's Office, Room 102, Administration Building.

**Academic Policies**

The following section addresses BSU policies and procedures governing:

- transferring credits
- challenging required courses
- credit limits for pass/fail courses, workshops, and directed research
- credit limits for graduate credit for undergraduate courses
- credit limits for practicum/internship

Many other academic policies and procedures are described or defined elsewhere in this catalog, most notably in sections on General Policies, Graduate Degree Program General Requirements, Registration, and Grades.

**Transfer Credits**

You can transfer up to nine graduate semester credits taken at other institutions and apply those credits toward a graduate degree. However, the courses must be consistent with the program of study planned by you and your supervisory committee or advisor. In addition, you must have taken the courses at an accredited institution and must have received—in each course—a grade no lower than B.

In general, the university discourages graduate students from transferring credits earned for extension courses. Though some departments may elect to accept extension credits after conducting a detailed examination of each course. No correspondence course credits or experiential portfolio credits will be accepted for graduate credit. Finally, you cannot transfer credits used to satisfy requirements for a graduate degree you received from another institution.

For more information regarding transfer credits, see "Admission to a Graduate Degree Program", page 24.

**Challenge Courses**

If a graduate student requests the opportunity to challenge a course in a graduate degree program, the department offering the course will decide whether to grant that opportunity. For interdisciplinary courses, the decision will be made by the coordinator in charge of the graduate degree program to which the course applies.

**Credit Limits for Pass/Fail Courses, Workshops, and Directed Research**

You may apply toward a graduate degree no more than six credits earned in pass/fail or workshop courses. (Project, Thesis, and Dissertation credits graded P/F are excluded from this limitation.) Likewise, you may apply toward a graduate degree no more than nine credits you have earned by completing directed research. No more than six directed-research credits may be earned in one semester. Finally, your supervisory committee or advisor has the authority to accept some, none, or all of your directed research credits (within the limits specified above). Therefore, we encourage you to discuss directed-research credits with your supervisory committee or advisor, to determine if the credits can be applied toward your degree.

**NOTE:** If you are pursuing an M.B.A., you may apply toward your degree no more than three credits earned by completing an internship or directed research.

**NOTE:** If you are pursuing a Master of Arts in School Counseling, you may apply toward your degree no more than ten pass/fail credits.

**NOTE:** If you are pursuing a Master of Social Work degree, you may apply toward your degree no more than eighteen pass/fail credits.

**Credit Limits Applicable to Undergraduate Courses Taken for Graduate Credit**

Ordinarily, you are able to earn graduate credits only in those courses numbered at the 500 level or above; courses below the 500 level carry undergraduate credit. However, a "G" designation applied to 300- or 400-level courses, signifies that students in those courses may choose to earn either undergraduate or graduate credit. In order to earn graduate credit, you must complete extra work beyond what's required of students earning undergraduate credit.

Your department has the authority to accept some, none, or all of the credits you earn in "G" designated courses. In any event, no more than one-third of the credits required for your graduate degree may carry a "G" designation.

**Credit Limits for Practicum/Internship**

To earn graduate credit for Practicum/Internship, you must have a minimum 3.00 cumulative GPA and you may apply no more than 12 credits toward a graduate degree or second undergraduate degree. However, some graduate programs accept only 3 internship credits. Therefore, we encourage you to check with your department for any additional restrictions. Practicum/Internship cannot be repeated to improve a grade. You can obtain a copy of the Practicum/Internship form from your department.
If you have questions about these requirements:
Contact Graduate Admissions Office
Math/Geosciences Building, Room 141
208 385-3903 or 385-4204
http://www.idbsu.edu/gradcoll
e-mail: gradcoll@bsu.idbsu.edu

Graduate Degree Program Requirements

Admission to the Graduate College is the first step toward your graduate degree, but you must also be granted admission to a graduate degree program. Admission requirements vary from one graduate program to another. For more information about the requirements of a particular graduate degree program, consult the catalog description of the program to which you are applying. Concurrent admission to more than one graduate program is not possible.

The sections below define general policies and procedures governing:
• admission to a graduate degree program
• your supervisory committee
• time limits for completion of degree requirements
• minimum number of credits required for graduate degree
• residency requirements
• foreign-language requirements
• applying for candidacy
• thesis and final-project requirements
• final-examination requirements
• applying for a graduate degree

Admission to a Graduate Degree Program

Once you have been granted regular or provisional status (as described in "General Admission Policies"), you will work with your supervisory committee or advisor to develop your program of study.

To document your study plan, you must complete a Program Development Form. The form is available from your supervisory committee, your advisor or the chair of your department. It is your responsibility to ensure that you complete the form in the first academic period (fall semester, spring semester, or summer session) in which you take classes as a regular or provisional student. If you are using transfer credits in your graduate program, your supervisory committee or advisor will file your completed form with the Graduate Admissions Office.

NOTE: When you complete the Program Development Form, list on it any of the following types of classes, if you intend to count toward your degree the credits you have earned in those classes.

• courses in which you earned credits you wish now to transfer to BSU
• courses in which you “reserved” the credits to be applied to a graduate degree
• courses in which you earned credits you wish to count as residence credits earned through an inter-institutional cooperative program

If you wish to apply such credits to a BSU graduate degree, you must claim the credits no later than the earliest of the following dates:
• when you file the Program Development Form for the first time
• the end of your first academic period as a regular or provisional student

Your Supervisory Committee

Once you are admitted with regular status to a graduate program, your department will assign you a supervisory committee, consisting of your advisor and two or more graduate faculty members. Additional ex-officio committee members may be assigned at the discretion of the student and the advisor.

Your supervisory committee or advisor will work with you to establish a program of study, direct your thesis or final project, and administer your final examinations. In some programs, you will be assigned an advisor in lieu of a supervisory committee.

Your advisor and one committee member must have Full or Associate Graduate Faculty status. Your third committee member may have Associate or Adjunct Graduate Faculty status. Ex-officio committee members are not required to have graduate faculty status. (Official graduate faculty is listed in the back of this catalog.)

If you are admitted with provisional status, you will be assigned a temporary advisor, who will help you to create a tentative program of study. In addition, your advisor will assist you in satisfying the requirements of the provisional admission. Once you have satisfied the requirements, your department may recommend to the Dean of the Graduate College that the university admit you with regular status.

Time Limits for Completion of Degree Requirements

You have a total of seven calendar years within which to complete all requirements for your graduate degree. All course work (including any transfer credits), field work, practicum, internships, thesis or dissertation defense, comprehensive exams, and other activity required for your degree must be completed within the seven years leading up to and including the date you receive a graduate degree.
Minimum Number of Credits Required for Graduate Degree

Before awarding you a master’s degree, BSU requires you to complete at least 30 semester credits of graduate course work approved by your supervisory committee or advisor. Some programs may require more than 30 credits. For the doctorate, a minimum of 66 semester credits beyond the master’s is required.

In-Residence Requirements

To obtain a master’s degree, you must complete at least 21 semester credits of approved graduate work from the university. Doctoral students are required to be in continuous enrollment and complete a minimum of 25 credits of 600 level courses during the first 15 months of the program, which includes taking 9 credits during the first summer, 5 in the fall, 5 in the spring, and 6 in the second summer. Your department may elect to accept, for in-residence credits, some or all graduate work completed in an inter-institutional cooperative graduate program.

Foreign-Language Requirements

Each department offering a graduate degree program establishes the foreign-language requirement for that program. If your department has a foreign-language requirement, you will need to demonstrate a reading knowledge of that foreign language. Ordinarily, you would do so either by translating documents or by taking a standard exam.

Applying for Candidacy

When you apply for candidacy, you use the Application for Admission to Candidacy form to specify the courses and projects comprising your program of study. Applying for candidacy represents an important milestone in your progress toward a graduate degree, not least because the Application for Admission to Candidacy form, upon approval, becomes a binding agreement between you, the university, and your department. In short, applying for candidacy identifies the work you’ve done so far and defines the work you will do from that point forward. Once approved, the application for candidacy becomes your formal plan for further study. BSU discourages students from making any changes to this plan after the application for candidacy has been approved. Such changes require approval from the Dean of the Graduate College, acting on a written recommendation from your supervisory committee or advisor.

Master’s level students should apply for candidacy as soon as possible after completing 18 credits of graduate work in an approved program of study. Your grade-point average for those 18 credits must be at least 3.00 on a 4.00-point scale. In addition, you must have no listed credit deficiencies, and you must have already satisfied any foreign-language or other requirements stipulated by your department.

Graduate Degree Program Requirements

If you are a doctoral student, you may apply for candidacy following the successful completion of a qualifying examination, scheduled by your committee.

You can obtain a copy of the Application for Admission to Candidacy form from your department. We encourage you to apply for candidacy as soon as you meet the requirements; but no later than one semester before your expected graduation date. Deadline for submission is approximately:

- the first of June for August graduation
- the end of August for December graduation
- the end of January for May graduation

Exact dates are listed in the academic calendar.

Project, Thesis, and Dissertation Requirements

Each department offering a graduate degree program determines the program’s requirements for a thesis, project, or dissertation. There are, however, some requirements common to all:

- The project, thesis, and dissertation should demonstrate the ability of an individual student to select a specific problem or topic, to assemble pertinent data, to do original research appropriate for the topic, to organize ideas and data acceptably, to synthesize, analyze and interpret results, and to produce a written document in clear and effective English.

- A student who has met all graduate degree credit requirements except for completion of a directed research, project, thesis, or dissertation, is required to register for at least one credit of 591 Project, 593 Thesis, 596 Directed Research, or 693 Dissertation each semester until the work is completed.

- The final draft of the manuscript must be reviewed by your supervisory committee or advisor and by the office of the Dean of the Graduate College.

- Two copies of the work to be retained by the University must be printed on 25% cotton, 20 lb. bond paper.

- Your project, thesis, or dissertation must be received and approved by the Dean of the Graduate College at least three weeks before commencement.

A manual compiled by the Graduate College staff will assist you in preparing your thesis, project, or dissertation to meet the standards required for submission to the Graduate College. You may obtain a copy of Standards for Preparation of Dissertations, Theses, and Projects in the Graduate College in the BSU Bookstore.

Matters of form and style including abbreviation, footnotes, notation of references and bibliography should conform to the standards for your discipline. Your advisor or program coordinator will advise you which style manual is appropriate.
Graduate Degree Program Requirements

Final Examination Requirements
To take a final examination, you must first be admitted to candidacy (as described above). Departments and academic units that offer graduate degrees have substantial latitude in establishing requirements for final examinations. In some departments, for instance, students may be required to write a thesis, take a final written examination, and take a final oral examination. Another department may only require a thesis and oral defense, while yet another may require students to complete a portfolio of creative work.

If your department requires neither a thesis nor a final project, you may have to take one or more final examinations—either written, oral, or both. Your department administers these examinations, according to a schedule that the Graduate College establishes once each summer session and once each semester. Your department will also administer any final examinations it requires in defense of a thesis, project, or dissertation, again according to the schedule established by the Graduate College.

If your department requires a final examination, the Dean of the Graduate College may appoint an additional member to the committee that administers the examination. This additional member may be from outside your department or college.

NOTE: A student who fails a final examination defense of thesis, project, or dissertation will be withdrawn from the graduate degree program, unless the chair of the examination committee submits a written recommendation to the Dean of the Graduate College, proposing that the student be allowed to take another examination. With the Dean’s approval, the student may retake all or part of the examination. However, at least three months must elapse between the first examination and the second. Any student failing the second examination will be withdrawn from the graduate degree program.

Please note that you must take any required final examination at least three weeks before commencement; the academic calendar lists final examination dates for the current academic year. To apply to take a final examination, contact the chair of your graduate committee.

Applying for Your Graduate Degree
The last step in completing your graduate degree program is to apply for your graduate degree.

You must apply for your graduate degree before the deadline established for the semester in which you will graduate. Deadlines for spring and fall semester are published in the current academic calendar.

To apply for your graduate degree, complete the following steps before the deadline.

1. Consult with your supervisory committee or advisor to ensure that you have satisfied all requirements for your graduate degree.

2. Pay any outstanding balances you may have with the university (for example, tuition, fees, library fines, or parking tickets).

3. Submit the Application for Graduate Degree form—along with the $25.00 diploma fee—to the Graduate Admissions Office, Room 141, Math/Geoscience Building. The application is available in the Graduate Admissions Office.
Registration Policies, Procedures, and Grades

If you have questions about these policies:
Contact the Registrar's Office
Administration Building, Room 102
Telephone 208-385-4249

Registration Policies, Procedures, and Grades

Shortly after you have been admitted to a graduate-degree program, your department will assign a member of the faculty to serve as your academic advisor. 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. It consists of two distinct processes: priority registration and open registration. Each offers students the opportunity to select courses well before classroom instruction begins. General descriptions of both priority and open registration are provided below; specific procedures for registration are defined in the BSU Directory of Classes.

Priority Registration

If you are a continuing student, you may register during priority registration, which is held in April for the upcoming summer sessions and fall semester and held again in November for the upcoming spring semester. For exact dates, consult the current academic calendar or the BSU Directory of Classes. During priority registration, students register by appointment, according to a schedule established by the Registrar's Office. If you are a new or returning student (either degree seeking or nondegree-seeking), and are admitted to the University before the deadline for admission, you will be notified, by mail, of your registration appointment. If you are not admitted to the University before the deadline for admission, you must register at the open registration period.

Open Registration

Open registration begins after the fee-payment deadline for preregistered students and runs through the tenth day of the semester. (See the BSU Directory of Classes for specific dates.) If you register during priority registration but fail to pay your fees by the deadline, your registration is no longer valid; therefore, you must attend open registration and register again. If you are admitted after the application deadline, then you must register at open registration.

Note: If you fail to register and pay your fees by the deadline specified in the current academic calendar, then it is unlikely that you will be able to register for the current semester. Late registrations require approval from the University Appeals Committee, which grants approval only under extreme extenuating circumstances. For applicable deadlines, see the academic calendar or the BSU Directory of Classes.

Note: Your registration is considered final and official only after you have paid all tuition, fees, and other charges.

Credit Courses and Audit Courses

During open 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. Some instructors won't 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 only until the tenth day of the semester. 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 'NG' (for No Grade); in such a case, the course will not appear on your transcript.

To change the course status, obtain a drop/add slip from the Registrar’s Office, Administration Building, Room 110.

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. Before dropping or adding classes, please carefully read the following sections of this chapter, which describe the general policies governing adding or dropping classes. Specific instructions for adding and dropping courses are published in the BSU Directory of Classes, as is the deadline for making such changes.

At certain times during the semester (specified in the BSU Directory of Classes), you may drop or add classes over the telephone. You may also drop and add classes by completing a drop/add form. You are responsible for obtaining the form, filling it out, obtaining any necessary signatures, and returning the form to the Registrar’s Office for processing. A drop/add form takes effect only when it has been fully processed by the Registrar’s Office. Drop/add forms may be obtained from the Registrar’s Office, Room 110, Administration Building.

Before the semester begins, you may add classes to your schedule 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 tenth day of the semester. (See the academic calendar in the BSU Directory of Classes for the exact deadline.) However, after the fifth day of the semester, you must obtain the instructor’s signature on the drop/add form, indicating that the instructor has granted permission to add the class.
Registration Policies, Procedures, and Grades

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 directed research, practicum, or internship, you may do so through the end of the sixth week of the semester.)

You may drop classes from your schedule, without the instructor’s permission, through the sixth week of the semester. (See the academic calendar in the BSU Directory 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.

Beginning fall semester 1995, BSU limits the number of withdrawals (W's) a student may receive during enrollment at BSU. If you are pursuing 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 earn 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, 1995 are not counted toward the total allowed.) Once you have exhausted the allowed number of W's, you may receive only an A, B, C, D, F, or F in any succeeding course. Some limitations may also apply to specific master's or doctoral programs. Please refer to individual program requirements for more information.

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. This policy does not apply to students pursuing master's or doctoral programs.

Note: The university has placed limits on the number of times you may enroll in a course. See section on "Grades" for more information.

Note: If you intend to drop a class in which you have been issued university property, 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.

Student-Initiated Complete Withdrawal

Completely withdrawing from the university is the process by which a student formally drops all classes. You may request a complete withdrawal at any time up through the sixth week of the semester. (See the BSU Directory of Classes for the exact deadline.) Of course, at any point in the semester you could simply stop attending classes, but you would receive a final grade of F in all of your classes. If, on the other hand, you completely withdraw from the university, you receive a W for all classes dropped after the tenth day of the semester. Any classes dropped on or before the tenth day do not appear on your transcript. W’s received as a result of a complete withdrawal will not count toward the maximum limit of W’s allowed in your program. Once you have withdrawn completely from the university, you can re-register for classes in the same semester only after petitioning for and receiving approval from the University Appeals Committee.

To begin the complete withdrawal process, contact the Office of Student Special Services, Administration Building, Room 114, Telephone 208 385-1583 and request a complete withdrawal. If you are hospitalized, out of the area, or otherwise physically unable to come to the university, you may begin the process by telephone or by mail. For information on refunds of tuition and fees following a complete withdrawal, see section on “Tuition and Fees”.

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 special drop 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 BSU Directory 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 recorded with a grade of 'NG' (for No Grade) and will not appear on the student’s transcript.

Note: For information regarding Administrative Withdrawal from BSU, please refer to the chapter on General Policies.

Grades

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).
Registration Policies, Procedures, and Grades

In calculating your overall cumulative GPA, BSU uses all courses you have taken at the university and any you have transferred from other post-secondary institutions—but only if those courses have been graded with a final grade of A, B, C, D, or F. If you have repeated a course prior to fall semester 1995, only the most recent grade is used in calculating your overall cumulative GPA. For courses repeated during or after fall semester 1995, both grades are used in the GPA calculation.

In calculating semester GPA, the formula uses only the quality points earned and credits attempted that semester. For BSU GPA, the formula uses only quality points earned and credits attempted at BSU.

All GPA calculations exclude credits for:
- pass/fail courses in which you received a final grade of P.
- 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.
- courses you took under audit status (AUD).
- courses in which you have received the grade of I, for incomplete; IP, for in progress; or NR, for no record (until the I, IP, or NR is changed to a letter grade).

How to Calculate Your Grade-Point Average (GPA)

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

- overall cumulative GPA
- semester GPA
- BSU 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 credits you have attempted. The quotient of that division is your 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>B</td>
<td>Superior work</td>
<td>3</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>Average work</td>
<td>2</td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>Below-average work</td>
<td>1</td>
<td>Yes</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
<td>No</td>
</tr>
<tr>
<td>P</td>
<td>Pass: satisfactory work</td>
<td>0</td>
<td>No</td>
</tr>
</tbody>
</table>

<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>I</td>
<td>Incomplete (See &quot;Incompletes&quot; 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>NR</td>
<td>No Report or Record; Instructor has not yet turned in a grade</td>
<td>0 (until changed to a letter grade)</td>
<td>No</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress; Used for thesis, project, and dissertation work in progress</td>
<td>0 (until changed to a letter grade)</td>
<td>No</td>
</tr>
</tbody>
</table>

Figure 1. Formula for Calculating Grade Point Average (GPA)

Incompletes

Instructors can enter a grade code 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.

If you receive an incomplete in a graduate course, you and your instructor will write and sign a contract stipulating the work you must do to receive a grade in the class and the length of time in which it must be completed.

Note: If you receive an incomplete in an undergraduate course, you and your instructor will write and sign a contract stipulating the work you must do to receive a grade in the class. The contract time may not exceed one year. If no grade other than incomplete has been assigned one year after the original incomplete, the grade of "F" will automatically be assigned.

You may not remove the incomplete from the transcript by re-enrolling in the class during another semester; in fact, you are prohibited from enrolling in the class for as long as you have an incomplete. A grade of incomplete is excluded from GPA calculations until you receive a final grade in the course.
If you have questions about tuition and fees:
Contact the Payment and Disbursement Center
Administration Building, Room 211
Telephone 208 385-3699 or 385-4068

If you have questions about student loans:
Contact the Account Maintenance Center
Administration Building, Room 209
208 385-4677

Tuition and Fees
In general, the costs of attending BSU 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. For instance, Idaho state law stipulates that Idaho residents cannot be charged tuition (the direct cost of instruction); for Idaho residents, then, the principal cost of attending BSU arises from institutional fees. 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.

In most cases, you will receive a bill when you register and a bill shortly before the fee-payment deadline. These bills may reflect any scholarships or financial aid you have been awarded. You must return at least one of the two bills before the fee-payment deadline, even if your financial aid pays all your fees. If you fail to return a signed bill authorizing release of your financial aid, your classes could be canceled.

Installment Payment Plan (I-PAY) for Tuition, Fees, and Other Charges
If you are unable to pay tuition and fees before the deadline established by the current academic calendar, you may be able to defer payment of some of your tuition and fees. To do so, however, you must be registered for two credits or more, and you must have no delinquent or past-due accounts with the university.

When you use the installment payment plan (I-PAY), you agree to pay all special fees at the time that you register. You agree, as well, to pay at least 50% of the balance owing for tuition and fees, and you agree to pay an additional fee of $30. Finally, you agree to abide by the other policies and procedures of the I-PAY plan.

When you use the installment payment plan (I-PAY) for tuition and fees, you agree to pay the balance of your tuition, fees, and application fee in two equal payments. For fall semester, the first payment is usually due around the first of October; the second payment, around the first of November. For spring semester, the first payment is due around the first of March; the second payment, around the first of April.

NOTE: If your I-PAY account becomes delinquent, the university may cancel your registration. In addition, you will have to pay a $20 late charge, and you will forfeit any opportunity to use the installment payment plan at some later time.

If financial aid arrives before your loan is repaid, the financial aid will be applied to the amount you still owe on the loan. This application of financial aid takes precedence over any other method of repayment. If you use the I-PAY plan and then withdraw from the university, BSU will deduct the amount owed on your account from any refund you may be eligible to receive. In addition, you will be charged a $15 processing fee plus a $25 service charge by the Payment and Disbursement Center.

If you are enrolled for two or more credit hours and are able to pay the minimum 50% down payment, you may apply for the I-PAY plan at the Payment and Disbursement Center, Administration Building, Room 211, Telephone 208 385-1212.

How BSU Calculates Your Tuition and Fees
When you apply for admission to BSU, you pay a one-time, nonrefundable fee ($20) for processing your application. To calculate your other tuition and fees, BSU has established that eight credits or more per semester constitute full-time enrollment and you are required to pay the full tuition and fees shown in Table 4 below.
### Tuition and Fees

<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>$2940</td>
</tr>
<tr>
<td>Institutional Fees</td>
<td>$1510</td>
<td>$1510</td>
</tr>
<tr>
<td>Total (for up to 19 credits)</td>
<td>$1510</td>
<td>$4450</td>
</tr>
<tr>
<td>Overload Fee*</td>
<td>per credit hour</td>
<td>per credit hour</td>
</tr>
</tbody>
</table>

*An overload fee is imposed if you register for more than 19 credits. Each credit over 19 costs the per credit hour cost in Table 5, below.

In determining whether you have reached the total of 8 credits per semester, BSU 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 8-credit total. Please note, also, that developmental courses (such as E 010 Developmental Writing or M 020 Elementary Algebra) count as 3 credits each toward the 8-credit total, even though you earn no credits by taking the course.

Although 8 credits is considered full time for fee paying purposes, you must enroll for 9 credits or more to be eligible for full financial aid. Please see Table 1 in the section on "General Policies."

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

### Other Fees and Charges

If you enroll for fewer than eight 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 BSU. You pay the music fee if you register for private music lessons, and you pay the overload fee whenever you enroll for more than 19 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 and overload fees are nonrefundable.**

| Part-time Fees | $135 per credit hour |
| Summer (1998) | $124.25 per credit hour |
| Application Processing Fee | $20 One-time; nonrefundable |
| Overload Fee | Per credit hour beyond 19 hours; nonrefundable |

### 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 Senior Citizen’s Waiver from the Payment and Disbursement Center, Administration Building, Room 211, Boise State University, 1910 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 BSU on or before the fifth day of the semester, you are eligible to receive a full refund of the money you paid to register (less a $25.00 processing fee). If you withdraw after the fifth day but before the tenth day of the semester, you are eligible to receive a 50% refund of the money you paid to register (less a $25.00 processing fee). If you withdraw after the tenth day of classroom instruction, you receive no refund. No refunds for private music lessons can be granted after the first five (5) days of classroom instruction. Overload fees are not refunded.

**NOTE:** In determining whether you have met the deadline and are therefore eligible for a refund, BSU considers only the date on which you applied for a refund—not the date on which you stopped attending class. Please note, also, that registering late has no effect on refund deadlines; BSU cannot extend the deadlines to take into account a late registration. In summary, you must completely withdraw from the university and apply for your refund no later than the tenth day of classroom instruction.

This general refund policy applies to full-time and part-time students regularly enrolled at the time of the withdrawal. However, the policy may not necessarily govern refunds for
Tuition and Fees

short courses, special workshops, and Continuing Education classes. Because refund policies for such classes may vary, you should direct any request for a refund to the academic unit or organization offering the class.

In some circumstances, you may be expecting a full refund of tuition and fees, yet receive less than the amount you have paid to BSU. If you owe money to the university, that money will be deducted from the refund before it is issued. Similarly, BSU will take a deduction from the refund check if you used financial aid to pay all or part of room-and-board costs, tuition, or registration charges. In such cases, BSU reimburses the government agency or other organization that furnished the financial aid. Any balance that remains is forwarded to you, usually three to four weeks after you withdraw from the university.

Student Health Insurance Program

If you are a full fee-paying student, enrolled for 8 or more credit hours, you are covered under the University's Student Health Insurance Program. The premium is included in the fee schedule for each semester. Coverage begins on the first day of classroom instruction, or if fees are paid late, on the day the fees are paid. 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 the first day of class and ends on the first day of the spring semester. Spring semester benefits continue until the first day of the fall semester.

If you are a part-time student, enrolled for 3 or more credit hours, you may enroll for the Student Health Insurance at registration if you so desire. The premium is payable each semester in the Payment and Disbursement Center during the first 30 days of each semester. No billings will be sent for the insurance premium.

Dependent coverage is available to your dependents if you are a full time or part-time student. In order to purchase dependent coverage, you must also be insured under the Student Health Insurance Program. You may enroll your dependents by completing the enrollment form which is attached to the brochure, and paying the premium to the Student Health Insurance Representative in the Payment and Disbursement Center. Dependent coverage is voluntary and billings will not be sent.

Refund Policy: You may be exempt from participation in the Student Health Insurance Program if you have existing health insurance coverage. To claim exemption, please deduct the amount of the health insurance premium from your full time fees as stated in Step 3 or your student bill. This must be done for each academic semester after registering and prior to payment of your fees.

NOTE: All full-time students may obtain medical assistance or services at the Student Health Services, 2103 University Drive, Boise, ID 83725. Student Health Service has no connection to the insurance program covering BSU students.

Idaho Residency Requirements

When you are first admitted to BSU, 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. For further information, please contact the Residency Coordinator, Administration Building, Room 213, Telephone: 208 385-1306.

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. In general, students are considered residents of Idaho if their parents have resided in Idaho for 12 consecutive months before the first day of classroom instruction.

Q: Can I appeal BSU's decision to classify me as a nonresident student?

A: Yes. To do so, obtain an appeal affidavit from the Payment and Disbursement Center, Administration Building, Room 213. Complete the form and submit it according to the instructions provided.

Legal Definition of an Idaho Resident Student as specified in the Idaho Code, Section 33-3717.

2. A resident student is:

A. Any student who has one or more parent or court-appointed guardians who are domiciled in the State of Idaho. Domicile, in the case of a parent or guardian, means that individual's true, fixed and permanent home and place of habitation. It is the place where that individual intends to remain and to which that individual expects to return when that individual leaves without intending to establish a new domicile elsewhere. To qualify under this section, the parent, parents or guardian must have maintained a bona fide domicile in the state of Idaho for at least one year prior to the opening day of the term for which the student matriculates.

A.1 One (1) year is interpreted as twelve (12) consecutive months immediately preceding the opening date of the term for which resident status is requested.

B. Any student who receives less than fifty percent (50%) of his/her support from parents or legal guardians who are not residents of this state for voting purposes and who has continuously resided in the state of Idaho for 12
months next preceding the opening day of the period of instruction during which he/she proposes to attend the college or university and who has in fact established a bona fide domicile in this state primarily for purposes other than educational.

B.1 “Continuously resided” is interpreted as physical presence in the state for twelve (12) consecutive months.

B.2 Specified support applies to the twelve (12) month period immediately preceding the opening date of the term for which resident status is requested.

B.3 Factors to be considered in determining bona fide domicile primarily for non-educational purposes are listed in subsection 4 below.

C. Subject to subsection three of this section, any student who is a graduate of an accredited secondary school in the state of Idaho and who matriculates at a college or university in the state of Idaho during the term immediately following such graduation regardless of the residence of his/her parent or guardian.

C.1 Refer to subsection 3 for conditions which may limit the ability to qualify under this section.

D. The spouse of a person who is classified, or who is eligible for classification, as a resident of the state of Idaho for the purposes of attending a college or university.

D.1 Request for classification under this section will require that a copy of the marriage certificate be filed, and the qualifying spouse may be required to submit proof of residency in the form of an affidavit.

E. A member of the armed forces of the United States, stationed in the state of Idaho on military orders.

E.1 “Armed Forces” means the U.S. Army, Navy, Air Force and Marine Corps. Uniformed services such as Coast Guard or National Guard do not qualify for residency requirements.

E.2 Armed Forces members must be stationed in Idaho on active duty.

E.3 A certified copy of the military orders may be requested in support of this qualification for residency classification.

F. A student whose parent or guardian is a member of the armed forces and stationed in the state of Idaho on military orders and who receives fifty percent (50%) or more of support from parents or legal guardians. The student, while in continuous attendance, shall not lose residence status when his/her parent is transferred on military orders.

F.1 Specified support must have been provided for the twelve (12) months immediately preceding the opening day of the term for which resident status is requested.

F.2 “Armed Forces” means the U.S. Army, Navy, Air Force and Marine Corp. Uniformed services such as Coast Guard or National Guard do not qualify for residency requirements.

F.3 Armed Forces members must be stationed in Idaho on active duty.

F.4 A certified copy of the military orders may be requested in support of this qualification for residency classification.

G. A person separated, under honorable conditions, from the United States armed forces after at least two (2) years of service, who at the time of separation designates the state of Idaho as the intended domicile or who lists Idaho as the home of record in service and enters a college or university in the state of Idaho within one (1) year of the date of separation.

G.1 “Armed Forces” means the U.S. Army, Navy, Air Force and Marine Corp. Uniformed services such as Coast Guard or National Guard do not qualify for residency requirements.

G.2 “Two (2) years of service” shall mean two (2) years of active duty service. Reserve duty status does not qualify for residency requirements.

G.3 A certified copy of the DD-214 separation papers may be requested in support of this qualification for residency classification.

H. Any individual who has been domiciled in the state of Idaho, has qualified and would otherwise be qualified under the provisions of this statute and who is away from the state for a period of less than one calendar year and has not established legal residence elsewhere provided a 12-month period of continuous residence has been established immediately prior to departure.

I. A student who is a member of any of the following Idaho Native American Indian tribes, regardless of current domicile, shall be considered an Idaho state resident for purposes of tuition at institutions of higher education: Members of the following Idaho Native American Indian tribes, whose traditional and customary tribal boundaries included portions of the state of Idaho, or whose Indian tribe was granted reserved lands within the state of Idaho: (i) Coeur d'Alene tribe; (ii) Shoshone-Paiute tribes; (iii) Nez Perce tribe; (iv) Shoshone-Bannock tribes; (v) Kootenai tribe.

2.1 Note: Any one (or more) of the characteristics described in A. through I. qualifies the individual as a resident for tuition purposes.

3. A “nonresident student” shall mean any student who does not qualify as a “resident student” under the provisions of subsection two of this section, and shall include:

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

B. A person who is not a citizen of the United States of America, who does not have a permanent or temporary
resident status or does not have "refugee-parolee" or "conditional entrant" status with the United States Immigration and Naturalization Service or is not otherwise permanently residing in the United States under color of the Law and who does not also meet and comply with all applicable requirements of subsection 2 above.

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

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

B. Filing of Idaho state income tax returns.

C. Permanent full-time employment or the hourly equivalent thereof in the state of Idaho for 12 consecutive months prior to semester applying for residency.

D. Registration to vote for state elected officials in Idaho at a general election.

E. Valid Idaho driver's license or Idaho ID card.

F. Rent receipts and utility receipts for one (1) year prior to the semester applying for residency.

4.1 Additional factors may include real property ownership, vacation employment, abandonment of previous domicile, presence of household goods and establishment and duration of account records with state financial institutions. Evidence of any of these factors for establishing permanent residency may be requested in support of this qualification.

Note: C, E, and F provide the best proof for quickest processing.
If you have questions about assistantships:
Contact the Graduate College and Research
Math/Geosciences Building, Room 140
Telephone 208 385-3647

If you have questions about scholarships and other forms of financial aid:
Contact the Financial Aid Office
Administration Building, Room 117
Telephone 208 385-1664
FAX 208 385-1305
http://www.idbsu.edu/finaid/
e-mail: faquest@bsu.idbsu.edu

Financial Aid for Graduate Students

Assistantships and Fellowships

Graduate students at BSU 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, your graduate-degree program, or the Graduate College.

Departments award assistantships and fellowships with a total value of $6,500 to $12,000 (including a stipend and a waiver of fees). In addition, non-resident tuition is waived for any non-resident student who receives an assistantship or fellowship award. You may obtain an application for an assistantship from the Graduate College, MG-140, or the department in which you are applying.

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

If you are awarded a BSU assistantship or fellowship, you are required to enroll full-time in a graduate-degree program, maintain at least a 3.00 grade-point average, and make satisfactory progress toward your degree. If an assistant, you must receive satisfactory performance reviews each semester, in order to be eligible for reappointment.

When you accept a graduate 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. After April 15, your acceptance of the award commits you to that appointment.

NOTE: Students who withdraw from the university, or who are dismissed from their degree program, forfeit their appointment or award.

Deadline for Departmental Aid

You should apply for these awards when you apply for admission to the Graduate College—no later than March 1. If your application is received by the department after March 1, it may not be considered until the following year.

NOTE: Financial aid is available only to degree- or certificate-seeking students who are admitted to the university. If you have applied to a graduate degree program but have Unclassified status, you are not eligible for federal financial aid until your status is changed to Provisional or Regular.

Other Financial Aid

If you are seeking any financial aid other than the assistantships and fellowships discussed above, you must submit the following documentation:

• Free Application for Federal Student Aid (FAFSA). The FAFSA is required of anyone applying for need-based aid. The forms are available from the Financial Aid Office in January.

• Financial Aid Transcript. You must submit a financial aid transcript from all post-secondary institutions you’ve attended—regardless of whether you received financial aid at those institutions.

In addition, the Financial Aid Office may require supporting documents before processing your financial aid application. If so, the Financial Aid Office will notify you that they need supporting documents. Documents typically requested include tax returns, proof of citizenship, or proof of veteran’s benefits. Your financial aid records are released only with your permission (including to your spouse). Forms are available in the Financial Aid Office.

NOTE: To increase your chances of receiving aid, you should mail all necessary forms and supporting documentation no later than March 1. Applications received after April 1, the priority deadline, may not be considered in time to be notified of an award until after registration for fall semester. Students registered for fall semester must meet the April 1 deadline to have aid available for midsummer billing.

In considering applications for financial aid, the Financial Aid Office makes every effort to ensure that resources available through the university are distributed fairly. If funds remain after distribution, applicants will be considered on a first-come, first-serve basis as long as the funds last. To determine need, the Financial Aid Office uses a formula mandated by the federal government.

The following section describes a sampling of financial aid programs for which BSU students may be eligible. Since different types of aid carry different obligations, we strongly recommend that you discuss your options with a financial aid counselor. To make an appointment with a counselor, call 208 385-1664.
Financial Aid for Graduate Students

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 six or nine months after graduation or after your enrollment drops below five credits. Table 7, below, shows estimated repayment schedules for Perkins Loans of various amounts.

### Table 7. Estimated Repayment Schedule for Federal Perkins Loans (based on 5% interest rate)

<table>
<thead>
<tr>
<th>Loan Amount</th>
<th>Number of Payments</th>
<th>Amount of Payments</th>
<th>Total Interest</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 1,000.00</td>
<td>36</td>
<td>$ 30.00*</td>
<td>$ 78.85</td>
<td>$1,078.85</td>
</tr>
<tr>
<td>2,000.00</td>
<td>79</td>
<td>30.00*</td>
<td>347.90</td>
<td>2,347.90</td>
</tr>
<tr>
<td>4,000.00</td>
<td>120</td>
<td>42.42</td>
<td>1,090.40</td>
<td>5,090.40</td>
</tr>
<tr>
<td>6,000.00</td>
<td>120</td>
<td>63.63</td>
<td>1,635.60</td>
<td>7,635.60</td>
</tr>
<tr>
<td>8,000.00</td>
<td>120</td>
<td>84.85</td>
<td>2,182.00</td>
<td>10,182.00</td>
</tr>
<tr>
<td>10,000.00</td>
<td>120</td>
<td>106.06</td>
<td>2,727.20</td>
<td>12,727.20</td>
</tr>
</tbody>
</table>

*Final payment will be slightly less. Figures provided by the Student Loan Fund of Idaho.

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

Federal Direct Stafford Loans
Direct Loans are need-based, long-term loans available to undergraduate and graduate students who show financial need. They usually carry a moderate variable rate of interest and are available directly through the BSU Financial Aid Office. To apply, complete the FAFSA available from the Financial Aid Office, Room 117, Administration Building.

BSU processes Direct Loan applications throughout the year. If you are awarded a Direct Loan, you must attend a debt management workshop before you can receive a check. Also, the Direct Loan commits you to participating in an exit interview when you graduate or withdraw from the university.

You are expected to begin repaying the loan six months after graduation or six months after you have dropped below five credit hours. Table 8, 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 8. Estimated Repayment Schedule for Federal Direct Loans (based on 8% interest rate)

<table>
<thead>
<tr>
<th>Loan Amount</th>
<th>Number of Payments</th>
<th>Amount of Payments</th>
<th>Total Interest</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 2,500.00</td>
<td>60</td>
<td>$ 50.70*</td>
<td>$ 541.46</td>
<td>$3,041.46</td>
</tr>
<tr>
<td>5,000.00</td>
<td>60</td>
<td>101.39*</td>
<td>1,082.92</td>
<td>6,082.92</td>
</tr>
<tr>
<td>10,000.00</td>
<td>120</td>
<td>121.33*</td>
<td>4,449.31</td>
<td>14,559.31</td>
</tr>
<tr>
<td>12,500.00</td>
<td>120</td>
<td>151.67*</td>
<td>5,699.14</td>
<td>18,199.14</td>
</tr>
<tr>
<td>25,000.00</td>
<td>120</td>
<td>303.33*</td>
<td>11,398.28</td>
<td>36,398.28</td>
</tr>
</tbody>
</table>

*Final payment will be slightly less.

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. Checks are paid directly to the student, who is responsible for paying outstanding debts. FWS aid is awarded to selected undergraduate and graduate students who show financial need.

Atwell J. Perry College 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.

Waivers of Nonresident Tuition
These waivers are available to a limited number of undergraduate and graduate students. You must be considered an out-of-state resident for tuition purposes, have good academic records, and show financial need.

BSU Student Employment Program
This program has limited funds available for undergraduate and graduate students who wish to work to pay a portion of their educational expenses. To be eligible, you must be unable to qualify for work study.

Scholarships
BSU awards a variety of scholarships, some based on academic achievement, others based on special skills or on financial need. Boise State University Scholarships, produced by the Financial Aid Office, lists all of the scholarships available at BSU. If you're interested in any of these scholarships, complete the BSU Application for Scholarship and send it to the Financial Aid Office by March 1. Some need-based scholarships require that you submit the FAFSA, as well. If so, submit the FAFSA to the processor, as directed on the form, no later than February 1 to ensure that BSU receives it by March 1. You can obtain the brochure, the application, and the FAFSA from the Financial Aid Office, Room 117, Administration Building. A computerized national scholarship search database is available for student use in the Financial Aid Office.
Short-Term Loans
One short-term loan is available each year to students with a minimum GPA of 2.00 who experience an emergency during an academic term. Recipients are expected to repay the loan within 90 days.

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, consult with the Financial Aid Office as soon as the summer Directory of Classes is available. Please note, also, that your FAFSA for the preceding year must be on file by May 1.

Financial Aid for International Students
In order to be granted student visas, international students must demonstrate that they have enough money for one calendar year of university attendance. If you encounter financial difficulties, contact the international-student advisor. The advisor's office is in the Foreign Students Admissions Office, Room 107, Administration Building.

Disbursing Funds
In May, the Financial Aid Office begins mailing award notices to 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, a check for the remaining funds 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 about one week before the start of classes, if your registration fees are paid. Other checks will be mailed about two weeks after the award letter is mailed. Checks may be mailed up until two weeks after the close of classes. Direct deposit to your bank account is also available.

Change in Enrollment Status
Some financial aid obligates you to remain enrolled for a certain number of credits throughout the semester. If you fall below that number, you may have to pay back some or all of the financial aid you received. Likewise, if you withdraw from BSU after receiving financial aid, you may have to pay back some or all of that financial aid. The amount you pay back is determined by the Financial Aid Office based on federal law. You will be notified in writing if a repayment is required.

No repayment is required if you withdraw after the tenth week, though the change may affect your ability to maintain reasonable academic progress.

Reasonable Academic Progress
Students applying for or receiving financial aid must make reasonable academic progress at the university. Your academic progress is considered reasonable 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 good academic standing (that is, you cannot be on probation or fail required courses in your discipline)
- complete your degree requirements within the maximum time allowed, which for purposes of determining reasonable academic progress is attempting 150% of the credit hours needed for the degree
- pass 75% of the credit hours attempted each year

Credit Information and Requirements
In general, you must be enrolled in a minimum of five credits per semester to be eligible for financial aid under the policy of reasonable academic progress. The following can be used to establish that you are making reasonable academic progress:

- completion of 75% of the credits attempted for the year
- completion of the degree prior to attempting 150% of the required credit hours

The following cannot be used to establish that you are making reasonable academic progress:

- credits for courses in which you receive a grade of F
- credits for courses in which you have an incomplete
- course withdrawals and complete withdrawals after the tenth day of classes
- audits

Reasonable Academic Progress Review
The university reviews all financial aid files annually. If you are not making reasonable academic progress (as defined by this policy) you will be ineligible for financial aid until you are once again making reasonable academic progress.

Appeals
If the university declares you ineligible for failing to make reasonable academic progress, you have the right to file a written appeal for temporary exemption from this policy. In filing an appeal, you must document any extenuating circumstances that prevented you from making reasonable 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 obtained from the Financial Aid Office. Appeals may be submitted up to the tenth week of the semester but will not be considered thereafter. Finally, you cannot file an appeal in one semester for an action brought about in the previous semester.

Reinstatement
Before reinstating your financial-aid eligibility, the university must certify that you are now making reasonable academic progress. At the very least, you must no longer be on academic probation and you must have no credit deficiencies.
Student Housing

Request applications and information from:
Student Residential Life
Room 214, Administration Building
Boise State University
1910 University Drive, Boise, ID 83725
Telephone 208 385-3986
FAX 208 385-3305
http://bsuhousing.idbsu.edu/srlhousing.html

Return completed applications and security deposits to:
Payment and Disbursement Center
Room 211, Administration Building
Boise State University
1910 University Drive, Boise, ID 83725
Telephone 208 385-1212

Student Housing

Housing On Campus and Elsewhere

BSU student housing consists of four residence halls located on campus and five apartment complexes within walking distance from campus. This section of the catalog contains brief descriptions of the student housing available through the Office of Student Residential Life. In addition, this section generally describes some of the policies and procedures of student housing and provides cost information for:

• room and meal plan options for the residence halls
• rental rates of university apartments for married and single students and students with families

Finally, this section notes the assistance BSU provides to students seeking off-campus housing.

NOTE: If you wish to live in university housing while attending BSU, you must submit at least two applications: one for housing and another for admission to the Graduate College. If you apply for housing, the Office of Student Residential Life may accept your application for housing, process the application, and accept payment from you for housing. However, none of those actions constitutes acceptance or approval of your application for admission to the Graduate College. Likewise, being accepted for admission into the Graduate College does not mean that your application for housing has been accepted and approved.

University Residence Halls

Altogether, the four on-campus residence halls accommodate more than 880 students. Of those students, most are undergraduate students living in Chaffee Hall or J. B. Barnes Towers.

Chaffee Hall is divided into three separate 3-story units, one of which provides semi-private bathrooms; enclosed corridors connect the units to a common area containing a lounge, office, and recreational facility. Each floor has a small informal lounge, study room, bathrooms, and laundry facilities. Chaffee Hall, which also houses one of the university's computer labs, accommodates 429 residents.

J. B. Barnes Towers consists of six residential floors: the bottom two floors are men-only, the top two floors are women-only, and the two floors in between are coed. The carpeted and air-conditioned residence hall is equipped with study lounges, laundry facilities, and a computer lab. Four students occupy each room; each room has its own bathroom. This hall accommodates 300 residents.

Coed Driscoll Hall and its coed neighbor, Morrison Hall, are nearly identical in design: each hall contains 54 single and 13 double rooms, arranged into suites housing 7 to 10 students. Applicants requesting housing in Morrison Hall must be 21 years of age or older. Perhaps because of this policy, Morrison Hall has become the residence hall preferred by graduate students living on campus.

Cost Information

If the Office of Student Residential Life accepts your application for housing in one of the residence halls, your contract covers room and board for one academic year, as well as the costs of local telephone service, hook up to cable TV, and state sales tax. Housing prices also include a non-refundable fee of $25.00 to cover the expense of programs and special events held in the residence halls. Table 9, below, lists prices for housing in the residence halls, along with the meal options available.

NOTE: Students frequently ask about reduced rates for housing without a meal option. Unfortunately, the economics of on-campus housing require BSU to base its charges on both room and board. If you apply for on-campus housing, you must select one of the six meal options shown in Table 9.
NOTE: All room and board prices and other charges are subject to change at any time by the State Board of Education, acting as Trustees for Boise State University.

Rules and Regulations

Together, this catalog and its counterpart for undergraduates, the Boise State University Catalog, establish many of the rules and regulations governing all students. In addition to the Catalog, rules and regulations are defined in the BSU Student Handbook, the Residence Hall Contract, and the Residence Hall Handbook. Housing contracts issued by the Office of Student Residential Life incorporate all of these rules and regulations, by reference.

Housing Preferences

If your application for housing is accepted, BSU will assign you to a particular room in one of the four residence halls. In doing so, BSU will make every effort to accommodate the preferences you've indicated on the application. However, priority is given to returning students over new, and to the earliest application out of all applications received (based on the date we receive the application and the date we receive the deposit). If you have a roommate preference, the two of you should arrange for your applications to arrive at about the same time, so you'll be about equal in priority. In any event, you should apply for housing as soon as possible, so that you can better your chances of receiving the accommodations you prefer. Finally, please note that the preferences indicated on a housing contract are not themselves contractually binding, though they will be honored whenever possible.

Applying for On-Campus Housing

To apply for housing in one of the residence halls, request an application from the Office of New Student Information, Boise State University, 1910 University Drive, Boise, ID 83725. To request an application by telephone, call (208) 385-1820. When the application arrives, complete it according to the instructions and return it to BSU.

University Apartments

Married and single students may apply to rent apartments in one of the complexes operated by BSU: University Courts, University Heights, University Manor, University Village, or University Park. Approximately 300 apartments are available, all within walking distance from the campus.

University Courts consists of one-bedroom units (small and large); two-bedroom units (small and large); and three-bedroom units, all of them carpeted and equipped with stoves and refrigerators. Coin-operated laundry facilities are located on site, and all utilities except electricity are provided.

University Heights and University Manor consist of one-bedroom and two-bedroom apartments, carpeted and equipped with stoves and refrigerators. Coin-operated laundry facilities are located on site, and all utilities except electricity are provided.

University Village consists of two-bedroom and three-bedroom units, partially carpeted and equipped with stoves, refrigerators, and disposals. Coin-operated laundry facilities are located on site, and all utilities except electricity are provided.

There is also one furnished, 5 bedroom, 2 bathroom graduate apartment. Each resident has their own private bedroom and shares the kitchen, living room, and bathrooms. All utilities are included in this unit.

Eligibility

All BSU apartments are reserved for full-fee paying or matriculated married students and full-fee paying or matriculated single students with or without children. Students...
without children are allowed to rent apartments if they are not needed by student families. Housing is awarded based on date application is received and priority is given to married students or those with children.

**Cost Information**

Table 10 contains 1998-1999 monthly rental rates for units in the five apartment complexes operated by BSU.

<table>
<thead>
<tr>
<th>Rental Rates Per Month (1998-99 Prices):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>University Courts</strong></td>
</tr>
<tr>
<td>Small One Bedroom</td>
</tr>
<tr>
<td>Large One Bedroom</td>
</tr>
<tr>
<td>Small Two Bedroom</td>
</tr>
<tr>
<td>Large Two Bedroom</td>
</tr>
<tr>
<td>Three Bedroom</td>
</tr>
<tr>
<td><strong>University Heights</strong></td>
</tr>
<tr>
<td>One Bedroom</td>
</tr>
<tr>
<td>Two Bedroom</td>
</tr>
<tr>
<td><strong>University Manor</strong></td>
</tr>
<tr>
<td>One Bedroom</td>
</tr>
<tr>
<td>Two Bedroom</td>
</tr>
<tr>
<td><strong>University Park</strong></td>
</tr>
<tr>
<td>Two Bedroom</td>
</tr>
<tr>
<td>Three Bedroom</td>
</tr>
<tr>
<td>Graduate Unit</td>
</tr>
<tr>
<td><strong>University Village</strong></td>
</tr>
<tr>
<td>Two Bedroom</td>
</tr>
</tbody>
</table>

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

When you move out of the apartment, BSU refunds the balance of your damage deposit minus a $25.00 processing fee. If damage is present, some or all of your deposit may be applied to the cost of repairing the damage.

**Off-Campus Student Housing**

To assist students in locating off-campus housing, the Office of Student Residential Life maintains lists of houses and apartments available for rent or lease from private parties. The University does not inspect any of the listed property, and it does not verify the accuracy of the listings. Therefore, we can assume no responsibility for the consequences of using these lists to locate suitable housing; that responsibility lies solely with the student. In any event, the University recommends that you put in writing any agreement you reach with a landlord or property owner, specifying the obligations and expectations of each party.

**Fair-Housing Notice**

Boise State University is an equal-opportunity institution and offers its living accommodations 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). As a matter of policy, assignments to university housing facilities are made without reference to race, color, national origin, or handicap. Furthermore, BSU accepts listings of off-campus, privately-owned accommodations with the understanding that the accommodations are operated in a manner consistent with BSU policies on fair housing.
If you have questions about student services, contact:
The Vice President for Student Affairs
Administration Building, Room 208
Telephone 208 385-1418
FAX 208 385-3785
http://www.idbsu.edu:80/stuserv/

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.

The Writing Center
At the Writing Center, you can receive free one-to-one consultation on your writing, in any subject. The center is open six days a week, with hours ranging from early morning to early evening. Summer hours may vary. BSU faculty, staff, and students may use the center at the times listed below, though summer hours may vary:
- Monday 8:30 a.m. to 2:30 p.m. and 3:40 p.m. to 7:30 p.m.
- Tuesday through Thursday 8:30 a.m. to 7:30 p.m.
- Friday 8:30 a.m. to 4:30 p.m.
- Saturday 10:00 a.m. to 4:00 p.m.

To make the best use of the Writing Center, please make an appointment ahead of time. During busy times in the semester, the appointment chart fills up two to three days in advance. Bring a draft of your paper and, if possible, a copy of the assignment. If you don’t have a full draft because you aren’t sure how to begin or how to complete it, the Writing Center can still help.

Writing Center, Room 220, Liberal Arts Building, 208 385-1298

Test Preparation
Assisting students to prepare for graduate school is the focus of two short courses offered by BSU Continuing Education. The non-credit courses cover the following examinations:
- Graduate Records Exam (GRE)
- Graduate Management Admissions Test (GMAT)

Continuing Education, Room 104, Library, West Entrance, 208 385-3492

Career Center
The Career Center offers advising, career planning, and employment assistance to students and alumni. Among other services, the center assists students in identifying and making career choices. Available to students are two automated career-guidance systems—the Idaho Career Information System and SIGI PLUS—and a resource library of career-oriented publications. The center maintains placement files for graduating students and, upon request from students, forwards copies of the files to potential employers. For both graduating students and alumni, the center arranges campus interviews with employers from business, industry, government, school districts, and graduate schools.

Career Center, 2065 University Drive, 208 385-1747

Family and Health
The organizations listed below offer services related to family and health, from counseling and testing to child care and medical treatment.

University Children’s Center
Child care is provided for children of University students, faculty, and staff from 7:00 a.m. until 5:30 p.m. Monday through Friday during fall and spring semesters and a ten-week program during summer session. The Center is housed in two locations: one at the northeast side of the Pavilion and the other at 1830 Beacon Street, at the corner of Oakland Avenue. Children must be between the ages of six weeks and five years.

The Center, licensed by the City of Boise and accredited by the National Academy of Early Childhood Education, provides an educational development program for the total child with a staff of Professional Early Childhood Educators. Students from a number of academic and vocational departments carry out field placements and class observations during the academic year.

Children’s Center, NE side of BSU Pavilion and 1830 Beacon Street, 208 385-3979

Student Health Service
At no additional cost beyond the general fee paid at registration, full-time students may visit Student Health Service for outpatient medical care. Student Health Service is equipped to address more than 90% of the average student's health-care needs, and will gladly make referrals when tests or procedures are beyond the scope of the clinic’s facilities and staffing.

Directly across from Public Affairs/Arts West Building, the clinic is open from 8:30 a.m. to 4:30 p.m., Monday through Friday, whenever classes are in session.

Student Health Services, 2103 University Drive, Boise, ID 83725, 208 385-1459

Counseling and Testing Center
The center’s primary purpose is to help students become more effective in dealing with concerns that influence their pursuit of personal and academic goals. At no charge to students enrolled for six or more credit hours, the Counseling and Testing Center offers a wide range of services provided by staff psychologists, counselors, supervised counseling and social work interns, and
Student Services

paraprofessionals. Services range from individual counseling and crisis intervention to workshops and seminars aimed at enhancing the overall learning environment at Boise State University.

In particular, the center assists students in resolving such matters as: interpersonal conflicts, test anxiety, stress-related problems, depression, marital and pre-marital difficulties, academic and career decision making, and personal social/emotional adjustment problems. The Center also administers many standardized tests, including CLEP, NTE, LSAT, GRE, GMAT, MAT and others.

To make an appointment, call between 8 a.m. and 5 p.m., Monday through Friday.

Counseling and Testing Center, Room 605, Education Building, 208 385-1601

Other Student Services

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

Student Special Services Office

Located in the Administration Building, the Student Special Services Office provides a variety of services. The Office of Disability Services seeks to expand and develop university accommodations, thereby encouraging students with disabilities to pursue their educational objectives in the most equitable and independent manner possible. Among the services provided are:

• information and orientation to the university
• registration assistance, interpreter services, and note-taker services
• accessible testing accommodations

In addition, a limited amount of equipment is available for temporary use by disabled students, including a TTY, tape recorders, modified computer terminals, and FM hearing systems. Other equipment is available at the BSU Library, including a Vantage Eric-W, Braille typewriter, Braille dictionary, and voice activated readers.

Working through the Student Special Services Office, the BSU Minority Assistance Coordinator serves as an advocate in matters concerning student support programs and assists in developing additional services that encourage students to stay in school. A primary objective is to provide opportunities for interaction that promote awareness, understanding, and cooperation among students, faculty, staff, and the community, as well as to encourage appreciation for a diverse population.

The Student Special Services Office also has contact with student organizations as they develop, implement, and coordinate ethnic/diverse programs, working with various groups at different times but generally collaborating with the Organization of Students of African Decent, Organization de Estudiantes Latino-Americanos, Barrier Busters, and Native American Student Association.

Located in the Student Union Building Annex II, The Multi-Ethnic Center is a place where students can meet in a relaxed, friendly atmosphere, perhaps after stopping by to scan the bulletin board for notices of internships, cooperatives, scholarships, and local job opportunities. Operated through the Student Special Services Office, the Multi-Ethnic Center also provides a forum for workshops aimed at helping students learn the skills they need for a successful experience at BSU.

Student Special Services Office, Room 114, Administration Building 208 385-1583 / TTY 208 385-1454

International Students

The International Student Services Coordinator and the Assistant to the Dean of Admissions serve as advisors to all international students, assisting with immigration regulations, visas, academic advising, orientation, and registration.

NOTE: As soon as possible after arriving in Boise, new international students must report to the International Student Admissions Office, which serves as a central source of information for all registered international students.

International Student Admissions Office, Room 107, Administration Building, 208 385-1757

Women’s Center

Established as a “point of entry” where students’ concerns can be handled directly or referred to the appropriate university office or community agency, the Women’s Center provides support services and resources to enhance the quality of student life and promote academic success. Services include support groups, workshops, brown-bag lunches, a babysitting co-op, mentoring, a resource lending library, and information referrals. In addition, the center develops and promotes educational programming about the contributions, achievements, and concerns of women.

The Women’s Center, SUB Annex I, 1605 University Drive, 208 385-4259

Veterans Services

Located in the Administration Building, the Veterans Services Office provides counseling assistance to all of Idaho’s Armed Forces veterans, reservists, National Guard members and their dependents. Peer counselors assist student veterans with admission requirements, Veterans Administration Educational benefits, Reserve Educational programs, individual educational goals, and family and personal difficulties. Veteran tutorial and work-study programs are also coordinated through the Veterans Services Office.

Veterans Services Office, Room III, Administration Building, 208 385-1679
Continuing Education

Dean: Joyce Harvey-Morgan
Boise State University
Division of Continuing Education
Offices in the BSU Library, West Entrance, Room 104
Telephone 208 385-1709
FAX 208 385-3467
http://www.idbsu.edu/conted/

Summer Session
A full complement of programs, courses, and services are offered through the Division of Continuing Education, including graduate, undergraduate, and non-credit programs in several time blocks during the summer: two 5-week sessions, an 8-week session, and a 10-week session. A variety of workshops is also offered each summer. The BSU Summer Directory of Classes is available to students each April. For more information, call 208 385-1709.

Weekend University
Weekend University classes are offered on campus on Friday evenings, Saturdays, and Sunday afternoons. Courses are taught by BSU full-time and adjunct faculty. For more information, call 208 385-1709.

Evening Programs
The Division of Continuing Education coordinates the evening program on the BSU campus. Every college and most academic departments offer evening sections. Approximately 4,000 students attend BSU during the evening hours and courses are taught by BSU full-time and adjunct faculty.

Instructional Television
Students have the option of taking courses in their home utilizing Idaho Educational Public Television and locally-operated WBS Cable. Quality courses produced on-campus, using BSU faculty, and quality nationally-produced courses, using BSU faculty as facilitators, are available throughout the Treasure Valley. Video, combined with textbook readings, and in some cases, a limited number of face-to-face meetings with local faculty, provide students with flexible, responsive formats designed to meet their degree and educational needs. For more information, call 208 385-1709.

Knowledge Network and WBS Cable
Using one-way video and two-way audio, BSU faculty broadcast live, interactive classes throughout the Treasure Valley to such receiving locations as the BSU Canyon County Campus, Mountain Home Air Force Base, Gowen Field, the Ada Community Library, and several hospitals and corporations in the Treasure Valley. At these locations, students view the broadcast on monitors and talk with the on-campus class through an open phone line. In addition, WBS Cable subscribers can access these courses in their homes. For more information, call 208 385-1709.

Computer Conferencing
Master of Science in Instructional & Performance Technology (Distance Option)—Qualified candidates may now earn a Master of Science degree in a unique, nonresidential course of study; one that uses modern communication technologies (Internet, computer conferencing, etc.) to deliver time- and location-flexible instruction to students thousands of miles from campus. Most students involved with the program are preparing for careers in instructional design, job-performance improvement, human resources, training, and training management. For more information, call 208 385-1709 or 208 385-1312.

Internet Courses
Utilizing the Internet as the means for delivering course content, students can participate in these courses 24 hours per day, 7 days per week - literally from anywhere in the world that has Internet access. Computers open up a new variety of educational opportunities to individuals who are unable to attend traditional courses because of family, work, and/or physical limitations. For more information, call 208 385-1709.

Distance Learning Network-Compressed Video
Using two-way video and two-way audio, BSU faculty broadcast live, interactive classes to the BSU Canyon County Center and ten rural Idaho high schools. These high schools are located in the following communities: Council, Caldwell, Emmett, Homedale, Melba, Mountain Home, Parma, Weiser, and Nampa (2 schools). At these locations, students view the broadcast on monitors and talk with the on-campus class through open phone lines. For more information, call 208 385-1709.

In-Service Program for Teachers
Meeting the needs of educators in the 10 southwest counties of Idaho and Eastern Oregon, BSU’s In-Service Program enables teachers to earn the credits required for recertification and salary advances. The program coordinator works closely with regional school districts, the Idaho State Department of Education, and the BSU College of Education to ensure that all course requests meet accreditation guidelines established by the Northwest Association, Commission of Colleges. Most of the in-service classes are conducted off campus, frequently outside of Boise. For more information, call 208 385-3191.

Corporate Relations Program
Established by BSU’s Division of Continuing Education in response to the needs of local corporations, the Corporate Relations Program provides a variety of services for local
Continuing Education

Continuing Education corporations, including educational programming, on-site registration, on-site courses, and assistance with billing procedures. For more information, call 208 385-1689.

Continuing Education Units (CEUs and Certificate Programs)

A Continuing Education Unit (CEU) is a nationally standardized unit documenting participation in noncredit programs, courses, or workshops. The Division of Continuing Education approves and transcribes CEUs, which can be provided to employers as verification that you have completed a course in which CEUs were granted. CEUs cannot be converted to academic credit. For more information, call 208 385-3492.

The Division of Continuing Education offers certificates of completion in several credit and noncredit programs. The following are currently available:

- **Addictions Counselor Training Program**
  Individuals interested in working in drug and alcohol addiction counseling may participate in this program for either academic credit or CEUs. In association with the Idaho Alcohol and Drug Counselor Education Project, the Addictions Counselor Training Program is designed to assist students in meeting the educational requirements for becoming certified chemical dependency technicians and credentialed alcohol and drug counselors. For more information, call 208 385-1709.

- **Dispute Resolution Certificate Program**
  The Dispute Resolution Certificate Program is designed to fulfill the education requirement for Idaho certified mediators. Tracks with emphases in child custody, business, and education are available. For more information, call Suzanne McCorkle at 208 385-1368, or call the Division of Continuing Education at 208 385-1709.

- **Graduate Preparation Courses**
  Assisting students to prepare for graduate admission exams is the focus of two short courses offered twice yearly by the Division of Continuing Education, telephone 208 385-3492. The noncredit courses cover the Graduate Record Exam (GRE) and the Graduate Management Admissions Test (GMAT).

International Programs

Academic opportunities in a variety of countries are offered through BSU International Programs. Students and faculty may spend a semester, year, or summer in England, Spain, France, Germany, Italy, Canada, Thailand, Chile, Costa Rica, Mexico, China, Australia, and New Zealand.

Staying in local homes, studying a balanced curriculum, and participating in program excursions creates a rich cultural and academic experience for BSU students, who receive BSU credit for studies in these programs. In addition, several short-term study tours to locations in Europe, the United States, and Asia are offered at various times of the year. For more information about International Programs, call 208 385-3652. For more information about study tours, call 208 385-3295.

Off-Campus Centers

At several locations in southwest Idaho, the Division of Continuing Education offers a wide range of academic courses, primarily in the evening. Advising, registration, book sales, and library services are available at the off-campus centers, and most locations serve as receiving sites for Knowledge Network classes broadcast from the Boise campus. The off-campus locations are:

- **BSU Canyon County Campus**
  2407 Caldwell Boulevard, Nampa, ID 83651
  208 467-5707 or 208 385-4704

- **Capital High School**
  8055 Goddard Road, Boise, ID 83704
  208 385-1709

- **Southwest Boise Campus**
  Gowen Field, Boise, ID 83709
  208 422-3358 or 208 385-3293

- **McCall/Valley County**
  McCall, ID 83638
  208 385-1709

- **Mountain Home Air Force Base**
  Mountain Home, ID 83648-5115
  208 828-6746 or 208 385-1709

- **Magic Valley/Twin Falls**
  College of Southern Idaho campus
  Twin Falls, ID 83301
  208 733-5554, extension 2284