Requirements for a Master’s Degree

As you begin your master’s program, it is important for you and your major professor to establish a study plan, which is a list of the courses required to meet the degree requirements. Your study plan will be approved by your major professor, department chair, and the College of Graduate Studies (CoGS) before being posted on VandalWeb by the Registrar. In some academic units, your committee may be involved in this process.

A Study Plan is not considered official until it has been posted by the Registrar’s Office. Students are encouraged to file a Study Plan as soon as possible following initial enrollment. All master’s and specialist degree seeking students are required to file a study plan by the end of the first year of attendance. M.F.A. students must prepare a study plan within two semesters of registration.

The information provided below indicates the minimum requirements for a master’s degree as established by the Graduate Faculty of the University of Idaho. Academic units reserve the right to set higher requirements and standards for degrees granted through that particular unit.

- Individual programs will set specific requirements for each degree, but all master’s degree programs must have a minimum of 30 credits.
- No more than a total of 12 credits of transfer, UI non-degree courses, independent study courses, or overaged courses can be used toward a master’s degree. (Overaged courses are defined as courses over 8 years old at the time of graduation.) For master’s programs requiring more than 36 credits for a degree, the study plan may include up to 1/3 of credits in the above categories.
- Credits earned in Independent Study (correspondence) courses may be applied to a graduate program only with the prior written approval of the Dean of the College of Graduate Studies. Independent Study courses do not satisfy the residence requirements for final semester registration, and a limited amount of such work can be applied toward a degree. Grades earned in Independent Study courses are not calculated into the student’s GPA.
- No more than three credits of workshop or workshop equivalent courses may be used toward a graduate degree.
• Courses used toward an undergraduate degree, professional development courses, courses on a professional development transcript, or law courses (except in concurrent programs) are not available to be used toward a graduate degree.

• Credit in course 500 (master's thesis research) cannot be counted toward the requirements for a non-thesis master's degree.

• Although there is no limit on the number of credits that may be earned in course 500 for a thesis master's degree, only a maximum of 10 credits in course 500 can be used on the study plan.

• Up to five credits of course number 599 (non-thesis master's research) are allowed to count toward a non-thesis master's degree; however, if a thesis program exists for an academic unit, no more credits of 599 are allowed toward the non-thesis master's degree than half the number of credits allowed for course number 500 toward the program's master's degree.

• A grade of C or better is required in all courses used to meet degree requirements. A cumulative GPA of 3.00 in all courses, whether or not they are used toward the degree, is required in order to receive a degree.

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

Transfer Credits. Credits can only be transferred to UI if the institution from which the course credits are being transferred has a graduate program in the course's discipline or if an exception has been granted by the Dean of the College of Graduate Studies. Grades earned in transfer courses are not calculated into the UI GPA.

All credits used toward graduate degrees must be from regionally accredited American institutions or from non-US institutions recognized by the appropriate authorities in their respective countries. Transfer credits are subject to all other CoGS rules and regulations.

An official transcript must be on file to verify all transfer credits. If the course was taken prior to admission, the transcripts are on file. If the course was taken after admission, please request that an official transcript be sent to CoGS as soon as possible after the completion of the course. All credits will be equated to semester credits.

VandalWeb Entry. Once the course requirements for your degree have been determined, you must enter the information into the Degree Audit system found on VandalWeb. To assist you in successfully completing this process, you are strongly encouraged to view the tutorial at uidaho.edu/registrar/graduation/audit prior to data entry. Your study plan will then be forwarded electronically to your major professor, dept. Chair, CoGS, and to the Registrar's office for final posting. You will receive an email as the document advances through each step of the process.

Degree Audit. After your study plan has been approved by the Registrar's Office, your plan will appear under Degree Audit on VandalWeb. The Degree Audit will check the courses you listed as requirements on the study plan against your transcript and mark off courses when completed. This is a useful reference for registration and graduation planning.

Change of Study Plan. Your study plan can be changed at any time by electronically submitting the Study Plan/Degree Audit Change form found on VandalWeb. A change of study plan will be processed in the same way as your original study plan. It is important to keep your study plan up-to-date.
IMPORTANT!
READ PRIOR TO BEGINNING ANY RESEARCH

Research Protocol

Prior to beginning any research projects, protocol approval may be required by one of the following committees, depending on your research area:

- Human Assurance Committee
- Animal Care and Use Committee
- Biohazards Committee
- Radiation Safety Commission
- Idaho Research Foundation
- University Research Office
- Sponsored Programs

Please be sure to consult with your major professor before beginning any research.

College of Graduate Studies
Morrill Hall 104
www.uidaho.edu/cogs
Email: uigrad@uidaho.edu
Phone: (208) 885-6243
Fax: (208) 885-6198