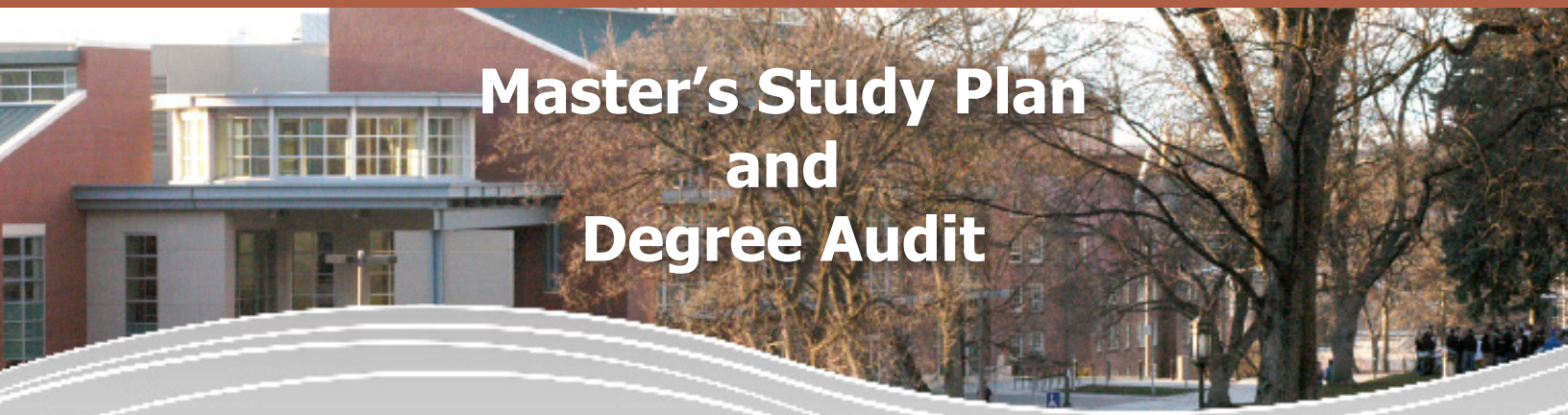
University of Idaho

College of Graduate Studies



Master's Study Plan and Degree Audit

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. The Study Plan is just that – a plan for the courses you need for your degree that can be changed at any time during your time as a student. In some academic units, your committee may be involved in this process.

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.

- While each program sets the requirements for the degree, all master's degree programs must be at least **30 credits** and are based on particular objectives and student's background.
- Courses used toward an undergraduate degree, professional development courses, courses on a professional development transcript, or law (except in concurrent programs) are not available to be used toward a graduate degree.
- The plan must include **at least 18 credits at the 500 level (including no more than 10 credits of thesis).** You may also use **400 level and 300 level courses** toward the degree; however, the **300 level courses** must be from outside the major area.
- **No more than a total of 12 credits of transfer, UI nondegree courses, independent study courses, and overaged courses** can be used toward a master's degree. Overaged is defined as courses **older than 8 years old** at the time the degree is granted. For master's programs requiring more than 36 credits for the 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 the graduate degree.
- Credit in course 500 (Research and Thesis) 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 (Master's Research and Thesis), only a **maximum of 10 credits in course 500** can be used to fulfill master's degree requirements. A program may accept a lower number.
- **Up to five credits of course number 599** 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 the 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.

Transfer Credits. Credits can be transferred to UI, only 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 Graduate College 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 is taken after admission, please request an official transcript be sent to the Registrar's Office 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 are now ready to enter the information into the Degree Audit system. The link is on your VandalWeb student menu. To assist you in successfully completing this process, you are strongly encouraged to view the tutorial at **www.uidaho.edu/registrar/graduation/audit** prior to data entry. Your Study Plan will then be forwarded via email to your Major Professor and academic unit administrator and then to the College of Graduate Studies for review and final approval. You will receive an email as the document advances through each step of the process.

Study Plan/Degree Audit. After your Study Plan has been approved by the College of Graduate Studies, a Degree Audit will be created on your VandalWeb. The Degree Audit will check the courses you list as requirements on the Study Plan against your transcript and check off the courses when completed. This is a useful reference for registration and graduation planning.

Change of Study Plan/Degree Audit. The Study Plan/Degree Audit can be changed at any time by electronically submitting the **Study Plan/Degree Audit Change form** through the same process as was used to submit the original Study Plan. The link for this action is an option on your VandalWeb. Again, you will be emailed on the approval progress of the form. It is important to keep your Degree Audit up-to-date.

A Study Plan is not considered official until it has been approved by the College of Graduate Studies and posted by the Registrar's Office. Students are encouraged to file a Study Plan as soon as possible following initial enrollment.

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.

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