

Graduate General Information

School of Graduate Studies

Thomas L. Kent

Dean, School of Graduate Studies

Office in Main 164

tel. (435) 797-1189

Graduate programs at USU are supervised by the dean of the School of Graduate Studies, assisted by the Graduate Council. The council consists of the dean, a faculty representative from each of the eight colleges of the University, a representative from the Faculty Senate, the vice president for Information Technology, and two graduate students. Policies and regulations for graduate work are established by the Graduate Council with the approval of the Faculty Senate.

USU has awarded Master of Science degrees since 1914 and doctoral degrees since 1950. The School of Graduate Studies was formally organized in 1945. Forty-two of the University's 44 departments participate in graduate degree programs, including several interdepartmental programs. Included are 89 master's programs, 32 doctoral programs, 3 educational specialist programs, and 2 engineer degrees. Nationally and internationally known scholars and research units participate in and support graduate studies at USU.

The School of Graduate Studies holds memberships in the Council of Graduate Schools in the United States and the Western Association of Graduate Schools.

Graduate Calendar

For information on registration and dropping and adding classes, consult the current *Schedule of Classes*. For further information on degree completion dates, consult the School of Graduate Studies. All dates are subject to change without notice.

Summer Semester 2002

May 6-May 31	Early session
May 6	First day of classes
May 27	Holiday (Memorial Day)
June 3-7	First workshop week
June 10	Regular session begins (8 weeks)
July 4	Holiday (Independence Day)
July 24	Holiday (Pioneer Day)
August 2	Last day of classes
August 5-9	Second workshop week
August 9	Last day to complete degree requirements for summer semester

Fall Semester 2002

August 26	Classes begin
September 2	Holiday (Labor Day)
November 27-29	Thanksgiving break
December 2	Program of Study for master's/doctorate and <i>Application for Candidacy</i> forms for doctorate must be submitted to the School of Graduate Studies (approved supervisory committee form should already be on file) to meet deadline for 2003 Commencement program.
December 6	Last day of classes
December 9-13	Final examinations
December 13	Last day to complete degree requirements for fall semester

Spring Semester 2003

December 2, 2002	Program of Study for master's/doctorate and <i>Application for Candidacy</i> forms for doctorate must be submitted to the School of Graduate Studies (approved supervisory committee form should already be on file) to meet deadline for 2003 Commencement program.
January 6	Classes begin
January 20	Holiday (Martin Luther King, Jr. Day)
February 14*	Committee-approved thesis/dissertation must be submitted to the School of Graduate Studies for review.
February 17	Holiday (Washington and Lincoln Day)

March 10-14	Spring break
April 4*	All graduation forms must be completed and submitted to the School of Graduate Studies along with proof of payment of all fees.
April 4*	Thesis/dissertation must be approved by the thesis coordinator.
April 4*	Letter of completion from department head (nonthesis programs) must be on file in the School of Graduate Studies Office.
April 4*	Incomplete grades must be changed and posted on transcript.
April 18*	Three copies of the approved thesis/dissertation must be submitted to the Serials Department of the Library.
April 25	Last day of classes
April 28-May 2	Final examinations
May 2	Last day to complete degree requirements for spring semester
May 2	Hooding
May 3	Commencement

Summer Semester 2003

May 5-May 30	Early session
May 5	First day of classes
May 26	Holiday (Memorial Day)
June 2-6	First workshop week
June 9	Regular session begins (8 weeks)
July 4	Holiday (Independence Day)
July 24	Holiday (Pioneer Day)
August 1	Last day of classes
August 4-8	Second workshop week
August 8	Last day to complete degree requirements for summer semester

Fall Semester 2003

August 25	Classes begin
September 1	Holiday (Labor Day)
November 26-28	Thanksgiving break
December 1	Program of Study for master's/doctorate and <i>Application for Candidacy</i> forms for doctorate must be submitted to the School of Graduate Studies (approved supervisory committee form should already be on file) to meet deadline for 2004 Commencement program.
December 5	Last day of classes
December 8-12	Final examinations
December 12	Last day to complete degree requirements for fall semester

Spring Semester 2004

November 28, 2003	Program of Study for master's/doctorate and <i>Application for Candidacy</i> forms for doctorate must be submitted to the School of Graduate Studies (approved supervisory committee form should already be on file) to meet deadline for 2004 Commencement program.
January 5	Classes begin
January 19	Holiday (Martin Luther King, Jr. Day)
February 13**	Committee-approved thesis/dissertation must be submitted to the School of Graduate Studies for review.
February 16	Holiday (Washington and Lincoln Day)
March 8-12	Spring break
April 2**	All graduation forms must be completed and submitted to the School of Graduate Studies along with proof of payment of all fees.
April 2**	Thesis/dissertation must be approved by the thesis coordinator.
April 2**	Letter of completion from department head (nonthesis programs) must be on file in the School of Graduate Studies Office.
April 2**	Incomplete grades must be changed and posted on transcript.
April 16**	Three copies of the approved thesis/dissertation must be submitted to the Serials Department of the Library.
April 23	Last day of classes
April 26-30	Final examinations
April 30	Last day to complete degree requirements for spring semester
April 30	Hooding
May 1	Commencement

*Deadline for inclusion in the 2003 Commencement program.

**Deadline for inclusion in the 2004 Commencement program.

Graduate Degrees, Majors, and Certificate

Utah State University offers the following graduate degrees:

Master of Accounting (MAcc)
 Master of Arts (MA)
 Master of Business Administration (MBA)
 Master of Computer Science (MCS)
 Master of Dietetics Administration (MDA)
 Master of Education (MEd)
 Master of Engineering (ME)
 Master of Family and Human Development (MFHD)
 Master of Fine Arts (MFA)
 Master of Food Microbiology and Safety (MFMS)
 Master of Landscape Architecture (MLA)
 Master of Mathematics (MMath)
 Master of Natural Resources (MNR)
 Master of Professional Studies in Horticulture (MPSH)
 Master of Rehabilitation Counseling (MRC)
 Master of Science (MS)
 Master of Second Language Teaching (MSLT)
 Master of Social Sciences (MSS)
 Civil Engineer (CE)
 Educational Specialist (EdS)
 Electrical Engineer (EE)
 Doctor of Education (EdD)
 Doctor of Philosophy (PhD)

Following is a list of the academic areas, or majors, within which degrees are offered and the degree(s) for each:

Accounting MAcc
 Agricultural Systems Technology MS
 American Studies MA, MS
 Animal Science MS, PhD
 Applied Economics MS
 Art MA, MFA
 Biochemistry MS, PhD
 Biological and Agricultural Engineering MS, PhD
 Biology MS, PhD
 Biometeorology MS, PhD
 Bioregional Planning MS
 Bioveterinary Science MS, PhD
 Business Administration MBA¹
 Business Information Systems MS
 Chemistry MS, PhD
 Civil and Environmental Engineering ME, MS, CE, PhD
 Communication MA, MS
 Communicative Disorders
 and Deaf Education MEd, MA, MS, EdS
 Computer Science MS, MCS, PhD
 Dairy Science MS
 Dietetics Administration MDA
 Ecology MS³, PhD³

Economics MA, MS, PhD
 Education EdD¹, PhD¹
 Electrical Engineering ME, MS, EE, PhD
 Elementary Education MEd, MA, MS
 English MA, MS
 Family and Human Development MS, MFHD
 Family Life PhD¹
 Fisheries Biology MS, PhD
 Food Microbiology and Safety MFMS
 Forestry MS, PhD
 Geography MA, MS
 Geology MS
 Health, Physical Education and Recreation MEd, MS
 History MA, MS
 Horticulture, Professional Studies in MPSH
 Human Environments MS
 Human Resources MS
 Industrial Mathematics MS
 Industrial Technology MS
 Instructional Technology MEd, MS, EdS, PhD
 Irrigation Engineering MS, PhD
 Landscape Architecture MLA
 Mathematical Sciences PhD
 Mathematics MS, MMath
 Mechanical Engineering ME, MS, PhD
 Natural Resources MNR¹
 Nutrition and Food Sciences MS, PhD
 Physics MS, PhD
 Plant Science MS, PhD
 Political Science MA, MS
 Psychology MS, PhD
 Range Science MS, PhD
 Recreation Resource Management MS, PhD
 Rehabilitation Counseling MRC
 Second Language Teaching MSLT
 Secondary Education MEd, MA, MS
 Social Sciences MSS¹
 Sociology MA, MS, PhD
 Soil Science MS, PhD
 Special Education MEd, MS, EdS, PhD
 Statistics MS
 Theatre Arts MA, MFA
 Toxicology MS¹, PhD¹
 Watershed Science MS¹, PhD¹
 Wildlife Biology MS, PhD

Certificate:

Natural Resource and Environmental Policy²

¹Interdisciplinary degree program.

²Interdisciplinary certificate program.

³The MS and PhD in Ecology are offered within each of the following departments: Aquatic, Watershed, and Earth Resources; Biology; Forest, Range, and Wildlife Sciences; and Plants, Soils, and Biometeorology.

Graduate Financial Assistance

Applications for assistantships, fellowships, and other financial aid should be made through departmental offices. In addition to the information in this section, information on scholarships and fellowships for graduate students is included in the *Financial Aid and Scholarship Information* section (pages 22-41).

Along with most graduate schools in the United States, USU is a party to a resolution of the Council of Graduate Schools that establishes April 15 as the deadline for acceptance of offers of financial assistance. If a student accepts an offer before April 15 and then wishes to withdraw, a resignation of the appointment may be submitted in writing at any time through April 15. However, after April 15 a student is not to accept another offer without first obtaining a written release from the institution to which a commitment has been made.

Graduate Assistantships

Teaching, research, and other graduate assistantships are available in most of the departments of the University. A full-time assistantship is 20 hours per week. In the interest of timely degree completion, graduate students are generally employed by the University for *no more than* 20 hours per week. Employment for more than 20 hours per week must be approved by the student's advisor and degree-program department head. Graduate assistants must be full-time, matriculated students. For students employed as graduate assistants, full-time status is based on the full-time equivalent or FTE. A 0.25 to 0.374 FTE requires a student to enroll for 9 graduate-level credits; a 0.375 to 0.50 FTE requires a student to enroll for 6 graduate-level credits (see also *Student Classifications* section, pages 73-74). Graduate assistants must maintain a grade point average (GPA) of 3.0 or higher for those courses included on their Program of Study. However, if a Program of Study has not been submitted to the School of Graduate Studies, a cumulative GPA is computed using all of the student's coursework at USU since the prior degree. The GPA is checked by the School of Graduate Studies at the end of each semester. The cumulative GPA on the last 60 semester credits will be used to determine eligibility as a graduate assistant if the student has not yet started the graduate program. Graduate assistants may register for a maximum of 12 credits per semester. However, a research assistant whose assistantship involves his or her thesis or dissertation research may register for additional credits, as explained below.

Teaching Assistantships/Graduate Instructors. Graduate students may be teaching assistants or graduate instructors in departments. Teaching loads vary up to a maximum of 20 hours per week, and stipends vary depending on the department and the teaching load.

International students may be considered for teaching assistantships if they demonstrate adequate proficiency in English communication, as determined by Utah State University's Intensive English Language Institute, and have participated in the required workshop.

All teaching assistants and graduate instructors are required to participate in a training workshop sponsored by the School of Graduate Studies prior to beginning their assistantships. The workshops help students gain the techniques and skills to be effective instructors in the university environment. The workshop for international students also aids students in understanding the American university culture and in improving communication. When a teaching assistant workshop has been successfully com-

pleted, 1 credit will be added to the student's transcript. However, this credit cannot be applied toward a graduate degree program.

Research Assistantships. Stipends and workloads for research assistants vary, with a maximum workload of 20 hours per week. Students conducting research that will be used for their thesis or dissertation may register for 4 research or thesis credits above the 12-credit limit.

Federal College Work-Study Assistantships. Graduate students may apply for work-study support by completing an online application at <http://www.fafsa.ed.gov>.

Waiver of the Nonresident Portion of the Tuition Fee. A nonresident student who holds a graduate assistantship and is receiving at least \$250 per month may be awarded a waiver of the nonresident portion of tuition for courses in the student's degree program. Out-of-state, noninternational graduate students who receive nonresident tuition waivers must apply for Utah residency at the end of their first year of study. Waivers *cannot* be used to audit classes. Waivers *cannot* be used for coursework below the 5000 level, *unless* the course is on the student's Program of Study or required by the student's supervisory committee, as indicated by a letter from the committee chair.

Resident Tuition Remission for Doctoral Students. A student who is matriculated in a doctoral degree program and is a graduate assistant or graduate fellow receiving at least \$600 per month may be awarded a resident (instate) tuition remission. The student must be registered for at least 9 graduate-level credits. If credits other than those required for the doctoral degree are needed to meet the 9-credit requirement, registration must be for Dept. 7990 (Continuing Graduate Advisement). A doctoral in-state tuition remission *cannot* be used to audit classes or for coursework below the 5000 level.

Waiver/Remission. The department head must submit a waiver/remission request to the graduate dean for approval no later than the first day of classes for the semester. The waiver and/or remission must be used before the last day for registering or adding classes in the semester for which it was awarded (15th day of classes). The waiver and/or remission are available for a maximum of 12 credits per semester, with the number of eligible credits indicated on the Program of Study, which must be submitted by the end of the second semester for a master's student and the end of the third semester for a doctoral student. Audited courses do not qualify for waiver/remission. For more information, refer to the Graduate Student Tuition Waivers and Remission Policy on the School of Graduate Studies website: <http://www.usu.edu/gradsch/TuitionWaiverPolicy.htm>.

Western Regional Graduate Programs (WRGP)

Residents of participating states may enroll in graduate programs approved as Western Regional Graduate Programs (WRGP) by the Western Interstate Commission for Higher Education (WICHE) without paying nonresident tuition. USU's WRGP degrees are the MS and PhD in Agricultural Meteorology, Toxicology, and Watershed Science; and the MS in Atmospheric and Space Sciences. Information is available in the School of Graduate Studies.

Fellowships

Fellowship and scholarship awardees must be full-time, matriculated students enrolled in approved graduate-level course-

work. Application for these, as well as for departmental fellowships and awards, is made through the departments, except for the Martin Luther King Fellowship (see below).

Presidential Fellowships include a \$12,000 stipend for the academic year, a waiver of the nonresident portion of tuition, and for doctoral students, the resident tuition remission. Criteria include a 3.50 GPA and quantitative and verbal GRE scores at the 70th percentile or above.

Vice President for Research Fellowships include a \$12,000 stipend for the academic year, a waiver of the nonresident portion of tuition, and for doctoral students, the resident tuition remission. Criteria are the same as for the Presidential Fellowships. In addition, the student must be in a research degree program that includes a master's thesis or doctoral dissertation.

University Fellowships also include a \$12,000 stipend for the academic year, a waiver of the nonresident portion of tuition, and for doctoral students, the resident tuition remission. Criteria are the same as for Presidential Fellowships.

Martin Luther King Fellowships are available to African-American students. The fellowship is typically for \$2,000 and includes a waiver of the nonresident portion of tuition. The department usually awards an assistantship or other support, the amount of which varies. Application for this fellowship is made through the School of Graduate Studies.

Scholarships

Resident Tuition Scholarships. Scholarships covering the resident portion of tuition are available each semester on a com-

petitive basis through the departments. Awardees must be full-time matriculated students and must maintain a 3.0 or higher GPA.

Seely-Hinckley Scholarships are awarded each year to four graduate students with superior academic records. College deans nominate, for the following school year, outstanding scholars who would not be able to attend or would be delayed in attending USU without financial assistance.

Other Financial Assistance

Many students who do not receive assistantships or fellowships receive financial assistance by working for departments or other campus units. Graduate students are generally not employed by the University for more than 20 hours per week. Employment beyond 20 hours per week must be approved by the student's advisor and degree-program department head.

Graduate students may apply for Federal Stafford Loans, Federal Perkins Loans, Federal Supplemental Loans for Students (SLS), Emergency Loans, and Federal College Work-Study through the Financial Aid Office. More information can be found in the *Financial Aid and Scholarship Information* section of this catalog, page 22, or by contacting: Financial Aid Office, Taggart Student Center 106, Utah State University, 1800 Old Main Hill, Logan UT 84322-1800, tel. (435) 797-0173. Also visit the following website: <http://www.usu.edu/finaid/>.

For information about **GI Bill Benefits**, contact: Office of Veterans Services, Taggart Student Center 204, Utah State University, 1600 Old Main Hill, Logan UT 84322-1600, tel. (435) 797-1102.

Graduate Admission Procedures

School of Graduate Studies
Utah State University
0900 Old Main Hill
Logan UT 84322-0900
tel. (435) 797-1189

Requirements

Application-for-admission forms are obtained from and returned to the School of Graduate Studies. The form must be accompanied by a nonrefundable application fee of \$40 for U.S. citizens and international students. **Note: Fees must be paid before applications will be evaluated.**

Dual Degrees. A student may apply for only one degree program at a time. If a student wishes to be considered for two degree programs, an application should be submitted for the first degree program. If admission is granted, the student may then apply for a second degree program after submitting a letter from the head of the department to which the student has been admitted. The letter should indicate that the department has no objection to the student applying for the second degree program. This application process applies to both separate and concurrent degree programs (see *Concurrent Degrees*, p. 80).

Bachelor's Degree. A bachelor's degree from an accredited college or university is required for admission to a graduate program. A three-year bachelor's degree is generally not acceptable. A master's degree may be required for admission to a doctoral program.

Grade Point Average. A minimum 3.0 GPA for the last 60 semester credits is required.

Transcripts. Each previously attended college and/or university, including USU, must be listed on the application form, and the applicant must have an official transcript from each institution (except USU) sent directly to the USU School of Graduate Studies. Transcripts accumulated on one record are not acceptable. Transcripts must be submitted for **all** coursework above the high-school level and **all** prior degrees. Transcripts not in English must be accompanied by a notarized translation.

Transcripts submitted as application credentials become the property of the School of Graduate Studies and will not be copied for or returned to the applicant.

Admissions Tests. An admission test is required of all applicants. Scores at or above the 40th percentile are required by the School of Graduate Studies. Departments may set higher criteria. Most applicants must take the Graduate Record Examination (GRE) general test (minimum of 40th percentile on the verbal and quantitative tests). Some departments will accept the Miller Analogies Test (MAT) for master's degree applications. Applicants to the Master of Business Administration, the MS in Business Information Systems, and Master of Accounting programs are required to take the Graduate Management Admission Test (GMAT). Registration forms for the GRE and the GMAT are available at the School of Graduate Studies. Applicants should request that their test report be sent directly to the School of Graduate Studies. The official test report must be received before an application is considered complete.

Recommendation Letters. Three letters of recommendation are required; each must address the applicant's potential for success in the proposed graduate degree program. If the applicant has been enrolled in school during the last five years, at least two of the letters must come from persons from whom the applicant has taken academic coursework. The letters must be sent directly to the School of Graduate Studies by the writers. The forms for letters of recommendation (included in the application packet) should be used.

All materials submitted as part of the application credentials become the property of the School of Graduate Studies and will not be copied or returned to the student.

International Applicants. International applicants from non-English-speaking countries must demonstrate competency in the English language. A minimum score of 550 on the Test of English as a Foreign Language (TOEFL), which is administered throughout the world, satisfies that requirement, unless the student's department requires a higher score. An official TOEFL score is required. The TOEFL score is valid for only two years. If an international applicant has a degree from a university in an English-speaking country, the TOEFL is not required.

An applicant who is admitted with a TOEFL score below 550 or below a departmentally required minimum, and who has not obtained a degree in an English-speaking country, must take the English Language Placement Test given by the Intensive English Language Institute (IELI) at USU. The test must be taken before a student is allowed to register. The results of the exam are used to place students into one of three categories: (1) full-time study of English in the Intensive English Language Institute; (2) a combination of English-language study and academic study, if approved by the IELI director, the student's advisor, and the graduate dean;

or (3) full-time academic studies. Students placed in the Intensive English Program must remain in the program until the required English proficiency is attained. Those in category (1) are not allowed to register for non-IELI classes.

International students must also submit an I-20 application form and a financial guarantee. Because of immigration regulations, international students cannot be admitted to provisional matriculation.

Application Target Dates

Completed application forms, transcripts, letters of recommendation, test scores, and the application fee should be submitted on or before the following dates (some departments have different deadlines; see departmental descriptions). It may not be possible to process applications for the following semester when they are submitted after the target date.

March 15 for summer semester
June 15 for fall semester
October 15 for spring semester

As soon as an application is complete, a recommendation is made by the appropriate department to the graduate dean, who must approve all admissions. The official notification of acceptance or rejection is sent by the graduate dean.

Program Continuity

A fee of \$20 is charged if a student begins a graduate program before or after the semester for which he or she was accepted. If a graduate student's attendance is interrupted for more than one semester, the department or the School of Graduate Studies may require the student to reapply for admission.

Graduate General Regulations

Each graduate student is responsible to know the policies, regulations, and procedures of the School of Graduate Studies and of his or her department or program, and to see that they are followed and that the timelines are met. The policies and regulations stated in this catalog and in departmental handbooks may be changed between publication dates, and students are responsible to obtain up-to-date information.

Time Limit

A master's degree must be completed within six years of matriculation. A doctorate must be completed within eight years of matriculation.

Coursework that is more than eight years old may not be used for a graduate degree. If permitted by the departmental or interdepartmental degree program policy, a supervisory committee may allow revalidation through testing, following a plan developed by the supervisory committee and approved by the dean of the School of Graduate Studies. The results must be verified in writing to the graduate dean by the student's major professor or other person(s) responsible for the testing. Work experience cannot be substituted for out-of-date coursework or used for revalidation.

Graduate credits from another institution that exceed the eight-year limit at the time of degree completion may be transferred to a USU graduate degree only if the student's supervisory committee

provides a justification acceptable to the graduate dean. Then, the revalidation procedures described above apply.

Student Classifications

A **matriculated graduate student** has been accepted by a department, with the concurrence of the dean of the School of Graduate Studies, to an approved graduate degree program and has enrolled at the University. A student may be accepted on a **provisional** matriculation basis when (1) information, such as GRE scores, is yet to be received by the School of Graduate Studies, or (2) when a missing prerequisite or academic deficiency must be remedied. The conditions and time limit for remedying these deficiencies must be specified to the student in writing at the time of admission. If the conditions are not met as specified, the student's participation in the degree program will be terminated. International students cannot be admitted on provisional status.

A **full-time matriculated graduate student** must be one of the following:

1. Registered for 9 or more graduate credits; or
2. Registered for 6 or more graduate credits if employed as a graduate assistant for 15 hours per week or more; or
3. Registered for 3 graduate credits with all required coursework completed and only the research component of the de-

gree remaining (the student's Program of Study must have been submitted to the School of Graduate Studies); or

4. Registered for at least 3 graduate credits during the semester of the final thesis/dissertation defense or, in a nonthesis degree program, the last semester of coursework required on the student's Program of Study.

5. Registered for at least 9 graduate credits for each semester in which the doctoral tuition remission is received.

Registration for 1 graduate credit during the semester of approval of a thesis or dissertation or the semester of completion of requirements in a nonthesis master's degree program does not qualify a student for full-time status.

A **matriculated-probationary graduate student** has been placed on warned status because of inadequate progress in his or her degree program. The conditions to be met and the time limit for meeting them must be specified to the student in writing at the time he or she is placed on probation. If the conditions are not met as specified, the student's participation in the degree program will be terminated.

Graduate assistants and fellowship recipients must be full-time matriculated students with a GPA of 3.0 or above, and must be registered each semester of the assistantship or fellowship, including summer.

A **nonmatriculated postbaccalaureate student** holds a bachelor's degree, is enrolled for USU coursework, but has not been accepted to a graduate degree program. If an application for graduate studies has been submitted to the School of Graduate Studies, a student may apply through the School of Graduate Studies to enroll as a nonmatriculated student. If the student does not intend to pursue a graduate degree, the student should apply to the undergraduate Admissions Office to enroll as a nonmatriculated student. A **maximum of 12 semester credits** earned as a nonmatriculated, postbaccalaureate student may be used in a graduate degree program, but only if approved by the student's supervisory committee.

An international student with a bachelor's degree who wants to take graduate-level coursework at USU, but not be in a graduate degree program, must apply through the undergraduate Admissions Office, Utah State University, 1600 Old Main Hill, Logan UT 84322-1600, tel. (435) 797-1096. For other information about the University, he or she can contact the International Students and Scholars Office, Utah State University, 0140 Old Main Hill, Logan UT 84322-0140, tel. (435) 797-1124.

Split Form Policy

An undergraduate student doing well in his or her studies and planning a graduate degree at USU may file a Split Form to request that some coursework be reserved (split out) from the undergraduate degree. The instructor's permission is required for an undergraduate student to register for graduate courses. For a Split Form to be approved, the student must be within 30 semester credits of completing bachelor's degree requirements, have filed an Application for Graduation in the Graduation Office, have a cumulative undergraduate GPA of 3.0 or higher at the beginning of the semester listed on the Split Form, and have applied for admission to the School of Graduate Studies. In accordance with School of Graduate Studies admission policy (see page 72), a transitional student will not be matriculated in the School of Graduate Studies until his or her bachelor's degree has been completed. A maximum of 9 semester credits may be split out during a bachelor's program, and a total of not more than 12 Split Form and nonmatriculated semester credits may be used in a graduate

degree program, but only if approved by the student's supervisory committee.

A Split Form, which must include one or more undergraduate courses from the student's Application for Graduation, should be filed in the School of Graduate Studies, along with a copy of the Application for Graduation, before grades are posted for the semester requested to be split. A Split Form cannot be processed after the bachelor's degree has been closed out. The form must be signed by the undergraduate advisor and the graduate department head or departmental graduate program chair/coordinator before it is submitted to the School of Graduate Studies. If approved by the dean of the School of Graduate Studies, the form will be processed and forwarded to the Graduation Office. Approval of a Split Form does not guarantee acceptance to the School of Graduate Studies.

Course-Level Numbering and Acceptability

7000-7990 are doctorate-level courses. With supervisory committee and instructor approval, they may be used in a master's program.

6000-6990 are master's-level courses. With supervisory committee approval, they may be used in a doctoral program.

5000-5990 are advanced, upper-division courses and may be used in a graduate program if approved by the supervisory committee.

3000-4990 are junior/senior, upper-division undergraduate courses. Up to 3 semester credits of coursework at this level **may be used** (see below).

No more than 15 semester credits of 3000-5990 level coursework may be used for a graduate degree, except for a doctorate without a master's degree, for which a total of 21 semester credits of 3000-5990 level coursework may be used. Up to 3 semester credits of coursework at the 3000-4990 level may be included within the 15 or 21 semester credit limit, upon recommendation by the student's supervisory committee and approval by the graduate dean. To be approved, such courses must be outside the student's graduate-degree field. Courses that students entering the graduate program are expected to have taken as undergraduates and prerequisites for graduate courses are not acceptable.

2990 and below are lower-division courses and are not acceptable for graduate degree programs of study.

6990 and 7990 (continuing graduate advisement) credits, **Inst 7920**, and **IELI 7920** cannot be used in a degree program.

Audited courses may not be used for a degree program or toward status as a full-time student. Credits in the following areas are not acceptable in a degree program: foreign languages, continuing graduate advisement, individual home study, military science, and courses numbered below 3000. No more than 12 workshop credits may be applied to a master's degree.

Minimum Grades and Credit Acceptability

Graduate students are required to maintain at least a 3.0 GPA for degree-program courses. Grades below *C* will not be accepted for a graduate degree. Some departments do not accept *C* grades.

P-Grade Policy. *P* (Pass) will be accepted only for seminars, special problems, interdisciplinary workshops, thesis or dissertation research, and continuing graduate advisement. Credits for a course with a *P* grade cannot be transferred from another university.

Correspondence Course Credits. Continuing Education correspondence (independent home study) courses are not accepted for graduate degrees.

Credit by Special Examination. Credit earned by special examination cannot be used to satisfy the course requirements for a graduate degree or to meet the residency requirement.

Transfer Credits

A student's supervisory committee may recommend transfer of **graduate** credits earned at another accredited institution. The credits must not have been used for another degree. Only 12 semester credits earned before matriculation at USU may be transferred. Credits with *P* grades cannot be transferred. Transfer credits cannot replace required residency credit. Transfer credits are subject to approval of the supervisory committee and the dean of the School of Graduate Studies (see *Time Limit*, page 73).

Rights in Inventions

It is the student's responsibility to be aware of University policy in regard to rights in inventions. (Information is available in the Office of the Vice President for Research.)

Research Approval

All University research involving human subjects, animal subjects, radiation materials, recombinant DNA, or biohazardous materials must be reviewed and approved by the appropriate University committee(s) **before the research is started**. Graduate students are, with the assistance of their advisors, responsible for obtaining the necessary approval for their research. Verification of approval must be submitted to the School of Graduate Studies before the student's master's Program of Study or doctoral Application for Candidacy can be approved. For further information, contact the School of Graduate Studies or the Office of the Vice President for Research.

Continuous Graduate Registration

Graduate students using University facilities or faculty time must be registered for a minimum of 3 graduate credits every semester until completion of all degree requirements, except, in some cases, the semester of final thesis or dissertation approval (see below). Students employed as graduate assistants or graduate instructors during all semesters, including summer, must be registered as full-time matriculated students (see pages 73-74). More than 3 credits of continuous registration may be required by a department. An off-campus student in a planned Extension program who is enrolled in a 1- or 2-credit course that is the only course offered locally that semester may be approved by the graduate dean for continuous registration upon written recommendation of the department head. Continuous registration may be for courses, seminars, independent study, research credit, or 6990 or 7990 (Continuing Graduate Advisement). The continuous registration requirement goes into effect the semester a student matriculates in the School of Graduate Studies.

A graduate student who is not using University facilities or faculty time may meet the continuous registration requirement by paying the **Continuous Registration Fee** of \$15 per semester (not necessary for summer semester). This alternative requires a written request from the department head, including verification that the student is not using University facilities and/or faculty time. International students usually do not qualify to pay the Continuous Registration Fee because of immigration regulations.

The semester a student defends (or redefends) a thesis, Plan B paper, or dissertation or takes final oral examinations, he or she must be registered for at least 3 credits. Doctoral and master's

Plan A and Plan B students will be given until the last day of the next semester following the defense to finish degree requirements. Plan C students will be given until the last day of the next semester after coursework completion to finish degree requirements. If a student has not completed all degree requirements by the end of the grace semester, the student must register for at least 1 credit the semester of completion and pay the Continuous Registration Fee for any intervening semesters for which he or she did not register. If working with faculty involves more than routine submission of the thesis or dissertation to the thesis coordinator, registration for 3 or more credits is required.

Leave of Absence

A leave of absence, during which continuous registration is not required, may be granted under the following conditions:

1. Illness, required military service, and other extenuating circumstances acceptable to the department head and the graduate dean.
2. Lack of availability of courses in a planned Extension program.
3. Participation in a planned program based primarily on summer semester courses.

For either 2 or 3, the student must have an approved Program of Study on file in the School of Graduate Studies before a leave will be granted.

A leave of absence must be approved by the graduate dean, upon written recommendation of the department head. A leave of absence may be the basis for extending the time limit to complete a degree, but not to extend the time limit for course validity.

Notice of Failure to Register and Reactivation Procedures

A student who does not maintain continuous registration will be notified and a copy of the notification will be sent to the department. If, after notice, the student fails to register, the department will be notified and the student's records will be put on inactive status. On the recommendation of the department, the student's file may be reactivated, if the time limit for the degree has not expired. The student will be required to pay the Continuous Registration Fees or register for the semesters missed, as determined by the department and the School of Graduate Studies.

Low-Scholarship Notification

Students whose grade point average (GPA) is below 3.0 for any semester will be notified by letter that their academic performance is unsatisfactory. Students whose cumulative GPA falls below 3.0 will be placed on probationary status. If a student remains on probationary status for two consecutive semesters, the School of Graduate Studies will ask the student's department to explain why the student's graduate program should not be terminated. If the department cannot provide compelling reasons to explain why the student should continue graduate study, the student's graduate program will be terminated. In the case of termination, reapplication is required to regain matriculation. Should a student holding a University appointment as a teaching or research assistant or fellow be changed to probationary status, the assistantship or fellowship will be terminated. Until a Program of Study is submitted to the School of Graduate Studies, the GPA will be computed using all coursework completed at USU since the prior degree. Once a Program of Study, approved by the student's supervisory committee and department head, is filed in the School of Graduate Studies, the courses listed on it will be used to com-

pute the student's GPA if approved by the student's department head. Departments may have more restrictive scholarship policies.

Monitoring of Progress

The student's department and the School of Graduate Studies monitor the progress of graduate students. For continued participation in a graduate program, a student must complete requirements in a timely manner. In reviewing a student's progress, several factors will be considered, including demonstrated ability to develop a thesis proposal, independence in the conduct of research, performance on comprehensive examinations, GPA, and special program requirements. Satisfactory progress also involves maintaining the standards of professional ethics and integrity expected in the student's discipline.

Academic Nepotism

A faculty member is not to participate in admission or graduate-assistant employment decisions, serve as major professor, or serve on the supervisory committee of a relative, including a person with whom he or she has or has had an amorous relationship. Graduate students may enroll in classes taught by a relative only under special conditions. For information, contact the department head or the School of Graduate Studies.

Matriculation of Faculty

It is the policy of USU not to grant advanced degrees to its own faculty, except under unusual circumstances (see Faculty Policy 404.1.4).

Academic Honesty and Research Misconduct

Maintaining the highest standards of academic honesty and research ethics is especially important at the graduate level, where students are expected to do original, scholarly work in preparation for future professional and academic roles. Academic dishonesty is defined in the *Code of Policies and Procedures for Students at Utah State University* (September 1999) Article V, Section 3,

Paragraphs a, b, and c (see page 21 of this catalog) to include cheating, falsification of information, and plagiarism.

Violations of the above policy will subject the offender to the University disciplinary procedures as outlined in Article VI, Section 1 of the student *Code*, with the penalties or disciplinary measures to include one or more of the following:

1. **Probation.** Continued attendance at the University is predicated upon the student satisfying certain requirements as specified by the University. Probation is for a designated period of time and includes the probability of more severe disciplinary penalties if the student does not comply with the specified requirements or is found to be violating any University regulations during the probationary period.

2. **Suspension.** Temporary dismissal from the University for a specified time, after which the student is eligible to return. Conditions for readmission may be specified.

3. **Expulsion.** Permanent dismissal from the University.

4. **Denial or revocation of a degree.**

Research is a vital part of the education of most graduate students, and appropriate scientific and research conduct is expected. An allegation of scientific misconduct involving funded research is handled through the Office of the Vice President for Research. If the research is nonfunded, the allegation is handled following the *Code of Policies and Procedures for Students at Utah State University*.

Research misconduct may be determined during a student's program or after the program is completed. If a student is found guilty of research fraud, the penalty may include, in addition to any listed above, correction and reanalysis of data and/or rewriting of the thesis or dissertation, with resubmission and rededense of the thesis or dissertation, and/or loss of financial assistance.

Appeals Procedure

Graduate students with grievances relating to academic matters may appeal to the dean of the School of Graduate Studies following the steps and procedures in the *Code of Policies and Procedures for Students at Utah State University*.

Graduate Degree Requirements

Each graduate student must be aware of degree requirements and must work with his or her major professor, supervisory committee, and department head to meet the requirements and specific deadlines.

Master's Degrees

When a student is accepted to a master's degree program, the department head appoints a temporary advisor, who may become the student's major professor. In most master's degree programs, a supervisory committee will be established for each student. During the first semester following matriculation, the student should meet with the department head to discuss the appointment of a supervisory committee. A completed **Supervisory Committee** form should be submitted by the department head to the dean of the School of Graduate Studies for final approval by the end of the student's first semester. Committee changes are not to be made during the six weeks prior to the final defense.

A master's degree supervisory committee must include at least three faculty members who are approved by the department head and the dean of the School of Graduate Studies. At least one member must represent the student's area of specialization, and at least one must be from outside the specialization area. Adjunct faculty can be members with the approval of the dean of the School of Graduate Studies.

Within School of Graduate Studies and departmental requirements, the supervisory committee determines the courses for the student's Program of Study; conducts departmental qualifying examinations (if required); supervises the student's thesis research, Plan B paper, or project; and conducts the defense or final examination. The defense or final examination must be scheduled through the School of Graduate Studies. The major professor, who serves as the chairperson of the committee, usually directs the thesis, paper, or other degree project.

Three copies of a **Program of Study** form, one of which must be the original with signatures in ink, should be submitted to the

School of Graduate Studies by the student before the end of the second semester following matriculation. The Program of Study must be submitted at least two months prior to the final examination or, for Plan C programs, completion of coursework. Amendments to the Program of Study require the signature of the major professor and written notification to each member of the supervisory committee.

Plan A. The Plan A option for a master's degree requires preparation of a thesis. From 6-15 semester credits of thesis research are required. The semesters during which a student registers for thesis credit should correspond as closely as possible to the semesters in which the thesis work is done and faculty supervision is provided.

The thesis for a Plan A master's degree is to be a contribution to the field of knowledge based on the student's own research or a treatment and presentation of known subject matter from a new point of view. The student and major professor should decide upon a problem or subject for the thesis study by the end of the student's first semester of graduate study.

A **Thesis Proposal**, signed by the entire committee, should be submitted by the student to the School of Graduate Studies along with the **Program of Study** form.

The student and all committee members are required to sign a **Data and Copyright** form and a **Plans for Publication** form. The forms are given to the student with his or her copy of the approved Supervisory Committee form and must be submitted to the School of Graduate Studies **prior to the final defense**.

Plan B. The Plan B option requires the production of a paper or a creative work of art. At least 2 credits of thesis research are required, but no more than 3 credits of thesis credit can be included on the Program of Study.

The Plan B paper is usually a review of literature, with conclusions drawn after conceptualizing an area of inquiry, planning a systematic search, and analyzing and critiquing the acquired information. The summary and conclusions developed should enhance knowledge in the discipline.

Plan B papers and reports should follow the same format specifications as theses and dissertations and are expected to reflect equivalent scholarship standards, even though they may be less intensive and not demand the originality of a Plan A thesis. Plan B papers are defended, but are not reviewed by the School of Graduate Studies thesis coordinator or signed by the graduate dean. Plan B papers must be submitted to the library to be microfiched.

Plan C. A master's degree option with no thesis or Plan B paper is available in some programs. A departmentally approved program that includes a culminating creative or integrative experience must be filed in the School of Graduate Studies. Generally, a course or seminar on research methods is required, but thesis credits are not accepted. Plan C students should contact the School of Graduate Studies early in their final semester to be certain that all degree requirements, including completion of graduation forms, will be met.

Master of Arts. Requirements for the Master of Arts (MA) degree (except in the Art Department) include two years (approximately 15 semester credits) of an acceptable second language, with grades of C or above (unless a higher minimum grade is required by the department), or the equivalent level of learning as determined by testing approved by the supervisory committee and

the graduate dean. One year each of two languages, or the equivalent as determined by approved testing, is acceptable if approved by the student's supervisory committee. Coursework to meet this requirement cannot have been used for another degree and cannot be more than eight years old.

Approved testing procedures include the following:

1. Take and pass (C or above, unless the department requires a higher minimum grade) a language course at the appropriate level (i.e., the final course in a two-year sequence).

2. Take a test given by USU's Languages and Philosophy Department or at the BYU Testing Center and be certified for language equivalency for 15 or more semester credits. To obtain information on languages for which tests are available at USU and BYU, as well as to make arrangements for testing, contact the USU Department of Languages and Philosophy.

3. Arrange testing at another university center or testing agency approved by the department and the graduate dean.

4. For an international student: (a) certification of English competency through either a TOEFL score of 550 or above, a passing score on the IELI English Proficiency Test, or completion of IELI courses; and (b) certification of a second language through 1, 2, or 3 above.

Credit Requirement. The minimum requirement for a master's degree is 30 semester credits, except for a Plan C degree for which the minimum is 33 semester credits. For the MEd degree, the minimum number of semester credits is 36. The Master of Fine Arts is regarded as a terminal degree and requires a minimum of 60 semester credits.

Residency Requirement. At least 24 semester credits for a master's degree must be from Utah State University.

Post-Master's Professional Degrees

Three degrees—the Civil Engineer (CE), Educational Specialist (EdS), and Electrical Engineer (EE)—are designed for students who seek to improve their professional skills and knowledge beyond the master's degree. The minimum requirement for each of these degrees is 30 semester credits beyond the master's degree (60 credits beyond a bachelor's degree). Each degree requires a project report that is prepared to the same format specifications as a thesis, but is not reviewed by the School of Graduate Studies thesis coordinator or signed by the graduate dean.

Doctoral Degrees

When a doctoral student is admitted, the department head appoints a temporary advisor to work with the student until a supervisory committee is established. A **Supervisory Committee** form must be submitted to the dean of the School of Graduate Studies for approval by the end of the student's second semester following matriculation. Committee changes are not to be made during the six weeks prior to the final defense.

A doctoral supervisory committee must include at least five faculty members with doctoral degrees who are approved by the department head and the dean of the School of Graduate Studies. Three members must be from within and at least one must be from outside the department or interdepartmental degree-granting program in which the student is matriculated. Adjunct faculty can serve on doctoral committees with the approval of the dean of the School of Graduate Studies.

The supervisory committee specifies the student's Program of Study; supervises the student's qualifying examination (if there is one) and comprehensive examination, unless some other departmental or program procedure is in place; approves the dissertation proposal and supervises the student's research and preparation of the dissertation; and conducts the final oral examination. The major professor is the chairperson of the committee and usually directs the student's research. Continuation in a doctoral program is contingent upon the availability of a major professor.

By the end of the third semester, the student should have submitted a **Program of Study** to the School of Graduate Studies. Amendments to the Program of Study require the signature of the major professor and written notification to the other members of the supervisory committee.

The student and all committee members are required to sign a **Data and Copyright** form and a **Plans for Publication** form. The forms are given to the student with his or her copy of the approved supervisory committee form and must be submitted by the student to the School of Graduate Studies with the **Program of Study**.

Some departments or interdepartmental programs administer qualifying examinations. Each department or program has the responsibility of administering comprehensive examinations.

Following completion of all or most courses, successful completion of comprehensive examinations, and approval of a proposal for dissertation research, and **at least three months** before the final defense, the student must submit an **Application for Candidacy** form to the School of Graduate Studies, along with a copy of the dissertation proposal, signed by all members of the supervisory committee. Submission of the candidacy form is a major step in the student's program, because the committee and department head thereby attest that the student is ready to conduct independent dissertation research, although successful completion of that requirement is not guaranteed.

Credit Requirement. The minimum requirement for a doctoral degree is 60 approved semester credits in addition to a master's degree, or 90 approved graduate semester credits with no master's degree. Coursework cannot be used for more than one degree.

A minimum of 12 dissertation credits is required for a post-master's doctorate and a minimum of 18 for a no-master's doctorate. The semesters during which a student registers for dissertation credit should correspond as closely as possible to the semesters in which the dissertation work is done and faculty supervision is provided.

Residency Requirement. For the PhD, a minimum of 33 USU credits is required. At least three semesters, two of which must be consecutive, of full-time registration in residency at USU are required. For the EdD, a minimum of 39 USU semester credits is required. At least three semesters must be full-time registration in residence at USU; none of the semesters need to be consecutive, but two full-time semesters must be taken on campus prior to dissertation credit. Some departments also have language requirements.

With the approval of the supervisory committee and the graduate dean, graduate credit may be transferred from an accredited graduate school, provided the minimum residency requirements are met and the credit has not been used for any other degree. Transfer credit more than eight years old may not be acceptable (see **Time Limit** section, page 73). Transfer credits will be shown on official USU transcripts upon completion of the degree.

Preparation and Approval of Theses, Plan B Papers, and Dissertations

Before beginning work on a thesis, Plan B paper, or dissertation, a student should obtain the *Publication Guide for Graduate Students*, available online or at cost from the USU Bookstore or Copy Center I (Main 15), and the style manual or journal approved by the supervisory committee and/or department. These documents will guide the student in the proper preparation of his or her manuscript. Theses and dissertations may be prepared in either traditional or multiple-paper format. One article or article-manuscript may **not** be submitted as a thesis or dissertation.

Preparation of a thesis, Plan B paper, or dissertation is the culminating learning experience for a graduate student. The quality of the product, which should represent the student's own best work, is the responsibility of the student. Monitoring the quality of the thesis, Plan B paper, or dissertation and mentoring the student in writing are responsibilities of the major professor, with the assistance of the supervisory committee. Editing by anyone other than the major professor and the supervisory committee should be limited to mechanics, such as spelling and grammar.

Drafts of sections should be submitted periodically to the major professor for critique. Committee members should be consulted, especially on sections that involve their special expertise. The School of Graduate Studies thesis coordinator (in Main 164) will review an early draft for format and style.

Oral Examination and Defense. The final defense should be scheduled by the student after all courses and the thesis, Plan B paper, or dissertation are completed. Changes in the membership of a supervisory committee cannot be made during the six weeks prior to the defense without a written request from the department head and approval of the graduate dean.

At least four weeks prior to the defense, the student shall give a copy of the thesis, Plan B paper, or dissertation to each member of the supervisory committee for approval or corrections. An **Appointment for Examination** form must be completed by the student and committee, indicating approval of the proposed time and place for the examination and defense, and submitted by the student to the School of Graduate Studies **a minimum of ten working days** prior to the exam.

The deadline for completing degree requirements is the last day of the semester. When the defense is scheduled during a semester break, the student must enroll for at least 3 credits the following semester.

No committee member should agree to proceed with a defense until he or she has carefully read and approved the thesis, Plan B paper, or dissertation. If any member of a committee believes that the document is not ready to be defended, he or she should notify the student and major professor and not sign the Appointment for Examination form. The defense should then be rescheduled.

The oral examination of the thesis, Plan B paper, or dissertation is a defense of a final document. Only minor changes, usually editorial, should be required following the defense. If major changes are required, a defense of the revised document should be held.

The chairperson of the examination is appointed by the graduate dean. At the examination, the student defends his or her thesis, Plan B paper, or dissertation and answers questions about the area of specialization. The results of the defense and any additional requirements are recorded on the **Record of Examination Completion** form, which is submitted to the School of Graduate Studies.

All members of the supervisory committee must approve and sign the thesis, Plan B paper, or dissertation. In the event of lack

of unanimity, the matter is taken to the dean of the School of Graduate Studies.

Any final examination held without following the proper procedures is invalid. Graduate students failing to complete all degree requirements within one year of a successful defense will be required to redefend. Students must register for at least 3 credits the semester of redefense.

The student is responsible for proofreading the thesis/dissertation and having it read and approved by the department before submitting a final committee-approved and signed copy to the thesis coordinator in the School of Graduate Studies. The thesis coordinator will review the paper for proper format and conformity to departmental and School of Graduate Studies standards and will also check to ensure that it is well-written and neatly typed and that grammar, punctuation, spelling, and other writing mechanics are correct. The coordinator will attach a checksheet of format, stylistic, and mechanical problems and will mark examples of needed changes on the paper.

Format corrections and required rewriting must be completed before the thesis coordinator will submit the thesis or dissertation to the graduate dean for approval. The graduate dean examines each thesis and dissertation before approving and signing it. Any thesis or dissertation may be selected for further review by members of the faculty not on the student's supervisory committee or by expert reviewers at other institutions before being accepted by the dean.

The student may reserve a processing date for the thesis/dissertation by completing the appropriate form after the thesis/dissertation defense. The final committee-approved and signed thesis/dissertation should be submitted to the thesis coordinator by at least the day before the reserved processing date. If a processing date has not been reserved but the student would like to finish by the end of a semester, he or she must submit the final committee-approved and signed thesis/dissertation to the thesis coordinator at least seven weeks before the last day of the summer or fall semester and at least seven weeks prior to the spring semester commencement deadline (sometime in mid-February—see *Graduate Calendar* on pages 68-69). At other times, the signed thesis/dissertation must be submitted at least four weeks prior to anticipated program completion.

Final Steps

The following forms must be completed and submitted to the School of Graduate Studies, before degree requirements are considered completed.

1) **Graduation Fee Payment Form** requires \$15 payment at the Cashiers Office.

2) **Commencement Data Card**

3) **Survey of Earned Doctorates**, if a doctoral student

4) **Questionnaire for Hometown News Release**—optional

5) **Alumni Card**

In addition, three copies of the thesis or dissertation and one additional copy of the title page and an abstract for Bell & Howell (150-word maximum for theses and 350-word maximum for dissertations) must be turned in to the Serials Department of the Library. The following fees must be paid at this time:

Binding fee for two of the three required copies \$30
 Binding and processing fee for personal copies* . . . \$15 per copy
 Bell & Howell (formerly UMI) Microfilming Fee . . \$55 (doctoral)
 Bell & Howell (formerly UMI) Microfilming Fee . \$45 (master's)
 Bell & Howell Copyright Registration Fee \$45 (*optional*)

*The student is responsible for verifying that the personal copies are complete and have been copied and/or printed without errors.

The Serials Department personnel will provide a paper receipt, which must be submitted to the School of Graduate Studies before the degree is considered completed.

The final committee-approved Plan B paper must be taken to Special Collections in the Merrill Library to be microfiched. Special Collections personnel will provide a paper-receipt that must be submitted to the School of Graduate Studies before the degree is considered completed.

Also, incomplete grades must be removed from the student's record by the major professor using forms provided by the Enrollment Services Office. For nonthesis master's programs, the School of Graduate Studies must receive a letter of completion from the department head or interdepartmental program director. **It is the student's responsibility to make sure that these final steps are taken.**

Delay of Publication Policy

A thesis or dissertation must not contain material that cannot be disclosed publicly. However, occasionally it is in the University's best interest to delay disclosure of the contents of a thesis or dissertation while patenting and/or commercial development possibilities are investigated or for a period of report review by a funding agency. In such cases, publication of a thesis or dissertation through submission to the Merrill Library and to Bell & Howell may be delayed without delaying award of the student's degree. A copy of the publication delay policy, including the procedures for requesting a delay in library submission, may be obtained from the School of Graduate Studies.

Diplomas and Commencement

Diplomas are ordered by the registrar's office at the end of each semester. If a student needs verification of completion of a degree before the diploma arrives, the registrar will provide an official **Certificate of Completion**. The actual date of completion is usually the date the graduate dean approves a thesis/dissertation or the date a departmental letter of completion is received by the School of Graduate Studies.

Only students completing degrees by the published Commencement deadline date for a given year will be included in the official Commencement program for that year, although other students who complete requirements by a later date during spring semester, established by the graduate dean, may participate in the Hooding and Commencement ceremonies.

Graduate Interdepartmental Curricula

Interdepartmental

Concurrent Degrees

Students may pursue concurrent master's degrees or concurrent master's and doctoral degrees with the approval of the cooperating departments and the graduate dean.

An application should be submitted for the first degree program. If admission is granted, the student may then apply for a second degree program after submitting a letter from the head of the department to which the student has been admitted. The letter should indicate that the department has no objection to the student applying for the second degree program. To be considered as concurrent degrees, admission to the second degree program must be finalized before the end of the first semester in the first degree.

Guidelines for Concurrent Master's Degree Programs. In special cases, a student may complete concurrently the requirements for two master's degrees in different departments but with fewer than the total credits required by both programs, provided that the following conditions are met:

1. The student must formally apply and be accepted into both programs by the end of the first semester of the student's graduate program.
2. The chairperson of the student's supervisory committee in each department must also be a member of the other committee.
3. The supervisory committee, the two department heads, and the graduate dean must approve the Program of Study for each degree.
4. There can be a maximum of 9 credits of overlap in courses between the two degree programs, and **the overlap must be in the elective or broadening courses.** With the allowance of over-

lapping, a student could thus complete the requirements for both degrees with up to 9 fewer semester credits than the usual minimum total for two degrees.

Guidelines for Concurrent Doctoral-Master's Degree Programs. In special cases, a student may complete concurrently the requirements for a doctorate and a master's degree in different departments with fewer than the total credits required by both programs, provided that the following conditions are met:

1. The student must formally apply and be accepted into both programs by the end of the first semester of the student's graduate program.
2. The student's doctoral supervisory committee must consist of four members from the doctoral department and two members from the master's department if the student is on a thesis plan. The master's committee must consist of two master's departmental members and the chair of the doctoral committee.
3. The student's supervisory committee, the two department heads, and the graduate dean must approve each Program of Study.
4. There may be a maximum of 15 semester credits of overlap in courses between the two degree programs, and **the overlap must be in the elective or broadening courses.** With the allowance of overlapping, a student could thus complete the requirements of both degrees with a minimum of 75 semester credits rather than the usual 90 minimum.

Interdepartmental Degrees, Specialization, and Certificate

Several interdepartmental graduate degrees are offered at Utah State University. These include: the Interdepartmental Doctoral Program in Education (EdD, PhD), the Interdepartmental Program in Ecology (MS, PhD), the Master of Business Administration (MBA), the Interdepartmental Program in Social Sciences (MSS degree), the Interdepartmental Program in Toxicology (MS, PhD), the Interdepartmental Program in Watershed Science (MS, PhD),

the PhD in Family Life, and the Master of Natural Resources (MNR). Also offered is the Interdisciplinary Certificate in Natural Resource and Environmental Policy.

Descriptions of the interdepartmental graduate programs are included alphabetically within the *Instructional Units and Programs* section of this catalog.