

# Graduate Admissions

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Idaho State University invites applications for admission to Graduate School from students holding baccalaureate degrees from any regionally accredited colleges or universities in the United States, or with equivalent preparation acquired in another country. Prospective applicants may apply as degree-seeking or non-degree-seeking students. Non-degree-seeking students include those seeking certification, professional growth, or strengthened backgrounds for various professional and industrial occupations.

## Admission Requirements for Doctoral Programs

Admission to doctoral programs varies depending upon the program of study. Potential applicants are encouraged to read the appropriate sections of the Graduate Catalog and/or check Department websites for individual program variations. Please see individual department sections for GPA & GRE requirements for doctoral programs.

## Admission Requirements for Other Programs (e.g., Master's degrees)

Degree-seeking students must meet the following requirements:

1. A baccalaureate degree or higher from a college or university regionally accredited in the United States or its equivalent from a school in another country. All Official transcripts must be sent either in printed form or electronically from the institution(s) directly to the Graduate School (students can not mail in their transcripts). Email address: [graddean@isu.edu](mailto:graddean@isu.edu). Mailing address: Graduate School, Idaho State University, 921 S. 8th Ave, Mail Stop 8075, Pocatello, ID 83209 -8075.
2. In instances where a standardized test is required, official GRE (Graduate Record Examination)/MAT (Miller Analogies Test)/GMAT (Graduate Management Admissions Test) score reports are required. Student copies are not acceptable. To register for the GRE, contact either the GRE-ETS, Box 6000, Princeton, New Jersey, 08541-6000, <http://ets.org/gre> or the ISU Counseling and Testing Center (208)282-2130.

To register for the GMAT/MAT (for GMAT: <http://www.mba.com/us> or [http://www.pearsonassessments.com/postsecondaryeducation/graduate\\_admissions/mat.html](http://www.pearsonassessments.com/postsecondaryeducation/graduate_admissions/mat.html) for the MAT ), contact the Idaho State University Counseling and Testing Center. GRE/GMAT/MAT scores are used for other purposes in addition to admission. Most departments/colleges/divisions also use these scores as part of the criteria for awarding graduate assistantships, fellowships, or scholarships. Other parts of the campus may also use these scores in the process of awarding scholarships. Students at Idaho State University may take these tests at the Counseling and Testing Center. Special study sessions are available at the University in the Student Success Center (208) 282-3662 to aid the student in preparing for the GRE/GMAT. All scores should reflect testing within the last five years or be subject to review by the Dean of the Graduate School. With certain programs as exceptions (see below) applicants who already hold a master's degree or higher from a regionally accredited university may not be required to submit GRE, MAT, or GMAT test scores.

GPA(last 60 credits)	Standardized Test
3.5 to 4.0	No standard test (GRE/MAT) required
3.0 to 3.49	40th Percentile on at least one area of the GRE or 40th Percentile on the MAT
2.5 to 2.99	Combined Verbal and Quantitative (V+Q) score of 300 or 1000 (old scoring) on GRE or 45th Percentile on the MAT
Below 2.50	No admission

\* The method of calculating an Admission GPA is based on the last 60± semester undergraduate credits (90± quarter credits), using complete semesters (quarters). In the case of those students who have not completed the baccalaureate degree, the grade point average will be calculated on the last 60 credits at the time of application.

GPA (Graduate)	Standardized Test
3.5 to 4.0	No standard test (GRE/MAT) required
3.0 to 3.49	40th Percentile on at least one area of the GRE or 40th Percentile on the MAT

\* Please see individual department sections for GPA & GRE requirements for programs. Some Departments may have higher requirements than stated in this table.

3. Recommendation for admission by the department, division or college offering the desired degree program. Please see individual department sections of this catalog for additional requirements.
4. Approval for admission by the Dean of the Graduate School.

## The Application Process

The admission process is initiated as follows:

1. Applications for admission are online ([www.isu.edu/graduate](http://www.isu.edu/graduate)) by clicking on the Apply Now button.
2. Applicants applying as degree-seeking students must request that each institution at which they have taken any post-secondary work submit one official transcript directly to the Graduate School. Students who have already earned a master's or doctoral degree from a regionally accredited institution or the equivalent higher degree acquired in another country, need only have the official advanced degree/s transcript submitted in lieu of a bachelor's degree transcript. However, some programs may require full academic record. Please check with individual departments and programs.
3. Official transcripts must be sent either in printed form or electronically from the institution(s) directly to the Graduate School (students can not mail in their transcripts)
  - a. Email address: [graddean@isu.edu](mailto:graddean@isu.edu)
  - b. Mailing address: Graduate School, Idaho State University, 921 S. 8th Ave, Mail Stop 8075, Pocatello, ID 83209-8075.
  - c. Idaho State University undergraduate transcripts are available to the Graduate School and need not be forwarded by the applicant.
4. Applicants must include a \$60 non-refundable processing fee with each application form. The files of students who do not pay the required application fee will not be processed for admission.
5. Some programs require additional information (e.g., letters of recommendation); please contact the specific department and review individual departmental sections of this catalog for additional requirements. These documents get sent directly to departments.
6. Applicants must clearly indicate the desired graduate program on the application form.
7. GRE/GMAT/MAT may be required for degree-seeking applicants at the discretion of the department. Only official score reports are accepted.
8. Additional requirements for degree-seeking last semester seniors are listed and international students are described under those headings on the following pages.

## Application Deadlines

Please note that some programs have earlier deadlines than those listed; please contact the program director or department chair for specific details. Priority deadlines for application forms to be completed and returned to the Graduate School are: April 1st for summer semester enrollment; April 1st for fall semester enrollment; and November 1st for spring semester enrollment, or the following Monday should these dates fall on a weekend. The deadline for international students is June 1st for the fall semester enrollment and October 1 for spring semester enrollment. Programs that admit international students for the summer semester, will have a deadline of February 15.

## Notification of Admission

Applicants will receive a notification letter from the Graduate School regarding their admission status. Admission to Graduate School allows a student to enroll in graduate courses in the specified department and college/division. It does not imply admission to courses in other departments. Only those admitted as degree-seeking students may assume that they are permitted to seek an advanced

degree in the discipline/department that approved the admission. Non-degree-seeking students who are admitted are permitted to take graduate courses, but this admission does not imply they will later be approved for admission as a degree-seeking student.

Applicants and/or students who wish to change programs or add an additional program must submit a new application with the application fee. The application will be evaluated through the application review process. Applicants who have applied within the previous 2 years and submitted official transcripts and/or test scores to the Graduate School may not need to resend them. The Graduate School will match the previous official transcripts and test scores with an applicant's new Graduate School application. Current students who wish to change their concentration/emphasis only, may request a change of concentration form from the Graduate School.

## Re-Enrollment or Re-Admission of Graduate Students

Graduate students who have been admitted to Graduate School may enroll for graduate or undergraduate classes by preregistration or registration for the term for which they were accepted. Graduate students who fail to enroll or defer their admission status through the Graduate School to a future term (within the two following academic semesters) must reapply for admission and pay the processing fee. The deferral request must be received by the Graduate School no later than October 14 for fall term or March 14 for spring term.

Graduate students who have enrolled for the term in which they have been admitted may take one year (2 semesters excluding summers) off before they would need to re-enroll or reapply to the Graduate School. However, some departments may have more restrictive requirements, and admission may be valid for only a particular semester or year. Students should contact departments to determine these more restrictive requirements.

## Registration

All applicants who have received notice of admission into Graduate School may register during the appropriate registration periods prior to each semester. On-line registration is available to admitted students. To expedite completion of the registration procedure, all recipients of graduate teaching assistantships, graduate fellowships, and/or scholarships to be applied toward tuition and fees must preregister.

## Restricted Registration

Any graduate student receiving a grade of C+ or below in two graduate courses on his or her program of study, or whose GPA falls below 3.0, will automatically be blocked from registering for additional courses. For the block to be removed, the student's department or college/division must communicate to the Graduate School in writing its wish to allow the student to continue in the program. Please note that some programs vary in their restrictions with regard to this policy; contact the graduate program director or department chair for specific details.

## Continuing Registration for Graduate Students

Graduate students who have registered for one or more credits of master's project, master's paper, master's thesis, or doctoral thesis or dissertation (usually, courses numbered 6650, 6651, 6699, 7750, or 8850) must be registered for at least one graduate credit during subsequent semesters, including each summer semester, until they have completed their degrees. Students who, for compelling reasons, wish to interrupt their work on projects, theses, or dissertations may request, in writing, a leave of absence from the Graduate School.

Graduate students who fail to meet the continuing registration requirement will be judged to have dropped out of their programs and will no longer enjoy access to university resources, including the library and computer facilities. In order to regain access to university resources, students will be required to reapply to the Graduate School and be readmitted. A corollary of this requirement is that

a graduate student must be registered for at least one graduate credit in order to take a final oral examination or be processed for graduation. Any student who registers for the required credit and then subsequently drops the credit will be considered in violation of this policy.

### Registration without Permission

Students who register for graduate courses in violation of any restriction printed in the Graduate Catalog or written on their Admission notification, or who register for graduate courses after receiving a letter of dismissal from the department or college/division that admitted them, will be dropped from these graduate course(s) as soon as the violation is discovered.

### Unclassified (Non-degree Seeking Students) Status

Individuals holding a bachelor's degree who desire to take courses for graduate credit for personal or professional enrichment but who do not want to pursue a graduate degree are eligible to apply for admission to Unclassified (non-degree seeking) status. Students who are admitted to Unclassified status are allowed to register for a maximum of 9 graduate credits per semester. Since an Unclassified status student is not seeking a degree, course and/or program advising, except on an informal basis if requested, will not be provided.

### Admission Requirements for Unclassified (Non-Degree seeking) students

Individuals who apply for Unclassified status admission must submit the following information and meet the following requirements:

1. A baccalaureate degree, or higher, from a regionally accredited educational institution in the United States, or the equivalent from an educational institution in another country. Non-degree seeking applicants must provide a transcript showing proof of degree. Non-degree seeking students who have already earned a master's or doctoral degree from a regionally accredited institution or equivalent higher degree acquired in another country, need only have the copy of advanced degree/s transcript submitted in lieu of a bachelor's degree transcript.
2. A copy of a transcript indicating that a baccalaureate degree, or higher, was awarded, including the date the degree was awarded.
3. Meet the following Grade Point Average (GPA) requirement: An earned grade point average (GPA) of 2.50 or higher on all undergraduate courses taken during the last 60 ± undergraduate semester credits (90 ± quarter credits), regardless of the institution at which the credits were earned. This GPA may be different from the final transcript GPA and/or different from the GPA on all upper-division credits. In the case of those students who have not completed the baccalaureate degree, the GPA will be calculated on the last 60 credits at the time of application.
4. A properly completed application form.
5. A mandatory \$30.00 non-refundable application processing fee.

Academic departments may have additional requirements and/or may restrict enrollment of Unclassified graduate students to specific courses. Unclassified graduate students must meet all prerequisites for each class in which they want to enroll.

If an Unclassified student wishes to pursue a graduate degree at Idaho State University, the student must (1) meet the requirements for admission as a Classified student, and (2) complete all aspects of the Classified status application procedure for a specific degree program, detailed above in the "Admission Requirements" section, including submission of official transcript(s) and payment

of the Classified application processing fee (the amount paid for Unclassified application will not apply for Classified application).

After admission as a Classified student, students may petition the Dean of the Graduate School to transfer course work taken while in Unclassified status to a degree program. This petition must have the written support of the degree program for each course. The total number of such credits transferred shall not be more than 30% of the total credits for the program of study required for the particular degree.

### Admission of Last-Semester Seniors

Seniors in residence at Idaho State University and Brigham Young University-Idaho may register for no more than 6 graduate credits during the semester or summer session in which they will complete the work for a bachelor's degree at Idaho State University or Brigham Young University-Idaho. This option is reserved for outstanding seniors who are seriously considering attending Idaho State University for graduate education. This registration must be approved by the course instructor, by the student's advisor, and the department chairperson. ONLY COURSES NUMBERED 5000-5599 MAY BE TAKEN WITH THIS OPTION.

The student's load, including both graduate and undergraduate credit, may not exceed 16 credits, or 9 credits in the case of summer school. A senior selecting this option must file an Application for Admission with the Graduate School when he/she requests permission to take graduate level courses. Application deadlines for admission of last-semester seniors are the same as those for degree-seeking graduate students.

PharmD students may apply and be admitted to the Graduate School after completing 120 credits if they meet all application requirements.

### Admission Requirements for Professional Development

#### Students - K-12 Teachers (5597 Courses)

The Graduate School recognizes the need for K-12 teachers certified in Idaho to improve their professional capabilities. In most cases, the courses are workshops or short courses that can be taken in a compressed time period. These types of courses are "advanced" with respect to the students who enroll, but are not courses that a particular discipline offers to a student with the goal of earning an advanced degree. Therefore, professional development courses are offered by many departments to meet the perceived need of individuals, and are treated differently in the following respects:

1. Students may enroll in professional development courses offered under the 5597 number without the necessity of being admitted to Graduate School. However, they must hold a baccalaureate degree from an accredited institution at the time they enter the class or receive special permission from the Dean of the Graduate School if they are last-semester seniors at Idaho State University.
2. The credits earned will not count toward an advanced degree nor may they be petitioned to count at a later date.
3. There is no limit to the number of 5597 credits that a student may earn.
4. All instructors of 5597 courses must have an advanced graduate degree.
5. For each 5597 course in which students enroll, students must certify that they possess a baccalaureate degree and agree to the conditions by which they are permitted to register for the course.
6. Students who have been admitted into the Graduate School are permitted to take 5597 courses.

7. Departments shall determine if and when professional development courses are to be offered with their prefix.

### **Students (5598P Courses)**

The Graduate School recognizes the need for individuals to improve their professional capabilities. In most cases, the courses can be taken in a compressed time period. These types of courses are "advanced" with respect to the students who enroll, but are not usually courses that a particular discipline offers to a student with the goal of earning an advanced degree. Therefore, professional development courses are offered by many departments to meet the perceived need and are treated differently in the following respects:

1. Students may enroll in professional development courses offered under the 5598P number without the necessity of being admitted to Graduate School. However, they must hold a baccalaureate degree from an accredited institution at the time they enter the class or receive special permission from the Dean of the Graduate School if they are last-semester seniors at Idaho State University.
2. The credits earned will not count toward an advanced degree unless a petition is filed within three years of the last day of the course. The petition must have the following documentation: (1) A copy of the instructor's curriculum vita, (2) A copy of the course syllabus (including a list of achievement measures), (3) A copy of the class list (with grades). (The Office of Continuing Education, and/or the department or college offering the course will provide materials not otherwise available to the student).
3. While there is no limit to the number of 5598P credits that a student may earn, a maximum of three credits may be petitioned for use to satisfy elective credits in the student's program of study. 5598P courses may not be substituted for "required" courses.
4. All instructors of 5598P courses must have an advanced graduate degree.
5. For each 5598P course in which students enroll, students must certify that they possess a baccalaureate degree and agree to the conditions by which they are permitted to register for the course.
6. Students who have been admitted into the Graduate School are permitted to take 5598P courses. If they desire to use 5598P credits in their degree program, a petition must be filed for each course in accordance with the procedures described.
7. Departments shall determine if and when professional development courses are to be offered with their prefix.

### **International Admissions**

Applications for admission to Graduate School are processed in the Graduate School. Applications will not be processed until the processing fee has been received. The deadline for international students to apply is June 1st for fall semester enrollment and October 1st for spring semester enrollment. Programs that admit international students for the summer semester, will have a deadline of February 15. In addition to the admission requirements listed previously, international students must meet the following conditions:

1. International students must send official transcripts in English; or students may submit an official report from a credential evaluation service that includes a verified copy of transcripts. The credential evaluation service must be a member of NACES ([www.naces.org](http://www.naces.org) (<http://www.naces.org>)).
2. As a step toward obtaining a U.S. visa, international students must submit a financial statement to the Graduate School verifying that they will be able to support themselves financially for a minimum of one year while attending

Idaho State University. This document must consist of a statement or letter from a bank indicating that funds are available and accessible. The amount of money available to the student must be listed on the financial statement. A graduate assistantship or fellowship awarded by a department or college/division may be used as part of this amount.

3. International students who have not graduated from an accredited college or university in the United States (at the undergraduate and/or graduate level), and whose native language is not English, typically must achieve satisfactory scores on the Test of English as a Foreign Language (TOEFL) or on the International English Language Testing System (IELTS). Exceptions to the testing requirement are students from countries where English is the official language. Examples of such countries include: Australia, Canada, Commonwealth Caribbean countries, Ghana, the Republic of Ireland, Liberia, Kenya, New Zealand, Nigeria, Sierra Leone, Singapore, Turks and Caicos Islands, and the United Kingdom (England, Scotland, Wales, and Northern Ireland). Satisfactory TOEFL requirements for Classified admission are: (1) Internet-based test (iBT): a total score of 80 with a score of at least 20 on each Section (graduate assistants who teach courses must score 23 or above on the Speaking Section) on the iBT; or (2) Computer-based test: a total score of 213 with a score of at least 21 on Section 1 (Listening Comprehension) on the computer test; or (3) Paper-based test: a total score of 550 with a score of at least 55 on Section 1 (Listening Comprehension) on the paper test. Information about the TOEFL, including test dates and locations in international countries, can be obtained from Educational Testing Service (ETS) at <http://www.ets.org>. Satisfactory IELTS performance for Classified admission includes scoring 6.5 or higher on the total band score. Graduate assistants who teach courses must score 6.5 or above on the speaking test component. An international student may also meet the English language proficiency requirement by achieving a Level 112 from an ELS Language Center, or satisfactory completion of the Intensive English Institute courses at Idaho State University (see note below). PHOTOCOPIES OF TOEFL OR IELTS SCORES WILL NOT BE ACCEPTED. Note: Some departments have established different admission standards. Please see department sections of this catalog and the department's website for complete information.
4. International students may not enter the United States for graduate study without a U.S. Immigration (I-20) form. This form will be issued by the International Programs Office after the student is approved for admission by the Dean of the Graduate School. International students are urged to remain in their own countries until they receive notice of acceptance.
5. International students transferring from a school within the United States must be "IN STATUS" with Immigration and Naturalization Services to be issued an I-20 form from Idaho State University. A transfer form will be sent after the application has been received, to be completed as verification of acceptable immigration status.
6. International applicants who wish to be considered for summer admission must submit a **complete application by February 15** (prior to the summer start term). International applications submitted after this date will be updated with a start term for the following Fall term. However, some programs only begin during the summer session. For these programs additional latitude may be considered.

If you have questions or need additional information, please contact the Graduate School at (208)282-2270 or [gradschool@isu.edu](mailto:gradschool@isu.edu).

### **ISU's Intensive English (IEI) Program:**

Graduate students may be exempted from the English Proficiency Conditions stated above if they have successfully completed ISU's Intensive English Institute's program of study with a grade of B- or better in each of the Advanced English II courses, receive a recommendation from an IEI instructor, and fulfill

all other requirements from the department in question. Graduate teaching assistants whose native language is not English may also be required to submit a filmed presentation and a writing sample to the desired department for approval.