



### Requirements for a Master's Degree

As you begin your Master's program, it is important for you and your major professor to establish a study plan, which is a list of the courses you plan to take to meet degree requirements. In some academic units, your committee may also be involved in the creation of your study plan.

Your study plan should be submitted on VandalWeb before the end of the **first year of enrollment** in your Master's or Specialist program. You must have a COGS approved major professor in place before submitting your study plan.

The Graduate Faculty of the University of Idaho have set the following minimum requirements for a Master's degree:\*

- All master's degree programs require a minimum of **30 credits**. Some degree programs require more. Additional work may be stipulated in individual cases to meet particular objectives or for additional background.
- No more than a total of **12 credits** of transfer, non-degree courses, independent study courses, and/or overaged courses may be used toward a master's degree. (Overaged credits are credits over 8 years old at the time of your graduation.) For master's programs requiring more than 36 credits for a degree, the study plan may include up to 1/3 of credits in the above categories.
- Although there is no limit on the number of credits that may be earned in 500-thesis research credits, only a maximum of **10 credits** in course 500 can be used on the study plan for a thesis master's degree. Non-thesis programs *cannot* use course 500 on the study plan.
- Up to **five credits** of course 599 (non-thesis master's research) are allowed on a study plan.
- The plan must include **at least 18 credits at the 500 level** (including up to ten 500-thesis credits &/or five 599 credits). 400 level and 300 level courses can be used toward the degree; however, the 300 level courses must be from outside the major area.
- No more than **three credits** of workshop or workshop equivalent courses may be used toward a graduate degree.
- Courses used toward an undergraduate degree, professional development courses, or courses on a professional development transcript are **not available** to be used toward a graduate degree.
- A grade of **C or better is required** in all courses used to meet degree requirements. **A cumulative GPA of 3.00** is required in order to receive a graduate degree.
- The general requirements for a graduate degree are those contained in the [UI catalog](#) and academic unit publications that are in effect at the time of, or subsequent to, the candidate's admission into a specific graduate program as a degree-seeking student. A catalog issue is valid for a maximum of seven years.

\*Academic units reserve the right to set higher requirements and standards for degrees granted through that particular unit.

**Transfer Credits.** With the consent of your committee and the dean of the College of Graduate Studies, up to **12 credits** may be transferred to your master's degree.

- Credits can be transferred **only** if the institution from which the credits are being transferred has a graduate program in the course's discipline.
- All credits used toward graduate degrees must be from regionally accredited American institutions or from non-US institutions recognized by the appropriate authorities in their respective countries.
- Correspondence study courses may be applied to the degree **only** with the prior written approval of the College of Graduate Studies.
- Grades earned in transfer courses are not calculated into the UI GPA.
- Only courses with an A, B, or pass/satisfactory grade may be transferred to the graduate transcript.
- All credits will be equated to semester credits.
- If you are transferring credits from an international school, you must get your credits evaluated. Read more about accepted evaluation services on the [COGS website](#).
- Transfer credits are subject to all other COGS rules and regulations.

An official transcript must be on file to verify all transfer credits. If the course to be transferred was taken after admission to UI, please request an official transcript be sent to COGS as soon as possible after the completion of the course.

**Study Plan Entry.** Once the course requirements for your degree have been determined, you are now ready to enter the information into your study plan on Degree Audit. The link to this is on your VandalWeb student menu. Instructions for entering your study plan on the Degree Audit system can be found on the [Registrar's website](#).

After submission, your Study Plan will be sent for approval to your Major Professor, your academic unit administrator, the College of Graduate Studies, and finally the Registrar for review. You will receive an email as the document advances through each step of the process.

A study plan is not considered official until it has been approved by the College of Graduate Studies and posted by the Registrar's Office.

**Degree Audit.** After your Study Plan has been approved by the Registrar, the plan will show up in Degree Audit on VandalWeb. Degree Audit will check the courses you listed as requirements on your Study Plan against your transcript and check off the courses when completed. This is a useful reference for registration and graduation planning.

### **Change of Study Plan/Degree Audit.**

Your Study Plan can be changed at any time through the same electronic process. Again, you will be emailed on the approval progress of the form. It is important to keep your study plan up-to-date.

## **IMPORTANT! READ PRIOR TO BEGINNING ANY RESEARCH**

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

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

Should the research methodology or source of funding change, the appropriate committee must be notified.

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