

**ANNUAL REPORT TO THE FACULTY SENATE**

**FROM**

**THE SCHOOL OF GRADUATE STUDIES**

**1996-1997**

**OCTOBER 6, 1997**

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Utah State University's School of Graduate Studies was established in 1945. The 42 of the 45 departments at USU that offer or participate in graduate degrees or specializations, including the 8 interdepartmental degree programs, comprise the School of Graduate Studies. Master's degrees have been offered at Utah State University since 1914 and doctoral degrees since 1950. Overall, USU offers 96 master's degree programs, 40 doctoral degree programs, and 5 "other" degrees (Civil Engineer, Electrical Engineer, Educational Specialist).

The dean of the School of Graduate Studies is responsible for providing leadership in the formulation of policies and regulations for graduate studies and cooperates with the college deans and department heads to promote the quality of graduate education at Utah State University. In addition, the dean and the Graduate School Office staff provide a number of services to departments and students. They process applications for admission and review admissions decisions; monitor supervisory committee assignments, programs of study, and applications for candidacy; review and approve theses and dissertations; and track student progress and verify degree completion. A quarterly School of Graduate Studies newsletter, the

*Graduate Gazette*, is used to inform and remind faculty of graduate studies issues, policies, regulations, and timelines. The School of Graduate Studies Office also provides support and advice for the Graduate Student Senate, which represents graduate students in university governance and works to inform graduate students on pertinent issues, policies, regulations, and timelines.

The School of Graduate Studies Office also engages in some recruitment activities; conducts an orientation for incoming graduate students in cooperation with the Graduate Student Senate and cooperates with Merrill Library staff to provide a library orientation each fall quarter; sponsors workshops that are required for teaching assistants, one presented by the Intensive English Language Institute for international students and one presented by the Department of Instructional Technology for American students, both offered prior to and during fall quarter; and offers thesis/dissertation preparation workshops throughout the academic year. Since June 1993, the School of Graduate Studies has organized a hooding ceremony for graduate students on the day prior to commencement.

James P. Shaver was appointed Dean of the School of Graduate Studies as of July 1, 1993, after serving as acting dean from September 1, 1990 through August 31, 1991 and from March 1992 through June 1993. The office includes two professional staff (an Admissions Officer and an Assistant to the Dean/Thesis Coordinator), 8 FTE classified staff, and two to three part-time student employees.

### Graduate Council

The Graduate Council reviews and approves policies and regulations for graduate studies at USU and advises the dean on their application. The Council consists of a representative from each of the eight colleges (nominated to the Faculty Senate by the faculty of the college for a 4-year term), the Graduate Dean as ex officio member and chair, the University Librarian (Director, Library Services) as an ex officio member, two graduate student representatives (the President of the Graduate Student Senate and the Graduate Studies ASUSU Senator), and a faculty representative appointed by the Faculty Senate (2-year term). Listed below are the Graduate Council members who served in 1996-97.

<u>Representative</u>	<u>Representing</u>	<u>Term Expires</u>
Thomas D. Bunch	Agriculture	1998
James W. Brackner	Business	1997
Sarah Rule	Education	1999
Ronald C. Sims	Engineering	1997
Randall M. Jones	Family Life	2000
Gary H. Kiger	HASS	1999
Raymond D. Dueser	Natural Resources	1998
Stephen J. Allan	Science	2000
Jan E. Roush	Faculty Senate	1998
Max P. Peterson	Library	Ex Officio

James P. Shaver	Graduate School	Ex Officio
Scott J. Werner	Graduate Student Senate President	1997
Tayseer Al-Sumadi	ASUSU Graduate Studies Senator	1997

Major Graduate Council Actions: 1996-97

- Semester conversion credit requirements approved. (10/16/96)

Degree requirement changes were approved to prepare for the conversion to semesters in Fall 1998.

- MBA/Accounting specialization. (10/16/96)

The addition of an Accounting specialization to the Master of Business Administration degree was approved, reflecting demand for accountants with broader business backgrounds as the advent of the computer has influenced accountants' roles. (Approved, Regents, 5/1/97.)

- Semester Program of Study Forms. (11/20/96)

Approval was given to semester Program of Study forms for master's and doctoral students and a semester Program of Study Amendment Form for use with students who have on their Programs of Study quarter-system courses that will not be available following the change to semesters.

- Thesis/Dissertation Publication Delay policy. (12/18/96)

A policy was approved to allow a thesis or dissertation to be temporarily withheld from publication for patenting, commercial development, or report review by a funding agency. (See attachment.)

- Full-time graduate student definition. (12/18/96)

Approval was given to revision of the definition of a full-time graduate student, to go into effect Fall 1998. By the new definition, a full-time graduate student must register for 9 credits each semester, or for 6 credits if a graduate assistant employed at .375 FTE (15 hours per week) or more; or for 3 credits, if all coursework is completed with only thesis/dissertation credits remaining or it is the semester of completion. (Approved, EPC, 1/9/97; to Faculty Senate as information item, 3/3/97.)

- Minimum for out-of-state tuition waiver. (12/18/96)

Beginning Fall 1997, to receive an out-of-state tuition waiver, a graduate assistant must earn at least \$225 per month and be employed at least .25 FTE.

- Revision of *Guidelines for Supervisory Committee Assignments*. (12/18/96)

Approval was given to revisions in the *Guidelines for Supervisory Committee Assignments* to clarify ambiguities. (See attachment.)

- Out-of-date coursework. (1/28/97)

The time at which master's coursework becomes out-of-date was changed from 6 to 8 years, to be consistent with the 8-year limit for doctoral coursework. Coursework may be revalidated only if department policy permits and if the supervisory committee allows it, with a plan approved by the graduate dean. The change is effective Winter Quarter 1997.

- Academic Nepotism Policy. (2/18/97)

A policy was approved limiting the involvement of faculty in the graduate degree programs of relatives. (Approved by Faculty Senate, 5/5/97.) (See attachment.)

- Course-Level Numbering and Acceptability Policy. (2/18/97)

The policy on the use of undergraduate courses for graduate degrees was revised. Up to 3 semester (6 quarter) credits of coursework at the 3000-4990 level may be used for a master's degree; no more than 15 semester (22 quarter) credits of 3000-5990 coursework may be used for a graduate degree; except that for a doctoral program without a master's degree, a combined total of 21 undergraduate semester credits, including 3 semester credits of 3000-4990 coursework, may be used on the Program of Study. (To EPC as information item, 3/6/97.) (See attachment.)

- Out-of-state Tuition Waiver Guidelines. (2/18/97, 3/11/97)

Guidelines for awarding out-of-state tuition waivers were approved to make clear when waivers may cover courses below the 500 level and that a student may be required to reimburse the University if a waiver is used for an unacceptable course. (See attachment.)

- MBA at Utah Valley State College. (3/11/97)

The MBA was approved to be offered at UVSC, with the Accounting specialization of particular interest there. (Approved, Regents, 5/1/97.)

- MBA at Dixie College. (3/11/97)

Approval was given to a one-time offering of the MBA at Dixie College as part of the College of Business's rotation of the MBA program among off-campus sites. (Approved, Regents, 5/1/97.)

- MBA/Accounting degree for CPAs in Salt Lake City. (3/11/97)

The MBA with the Accounting specialization was approved to be offered once exclusively to Certified Public Accountants in the Salt Lake City area. That degree was preferred over the Master of Accounting by the CPAs. The Council approved use of the CPA exam as an admissions test in lieu of the GMAT for this particular MBA offering. (Approved, Regents, 5/1/97.)



- Continuing Registration Fee. (3/11/97)

A Continuing Registration Fee of \$15 per semester was approved, replacing the current \$10 per quarter.

- MA degree language requirement. (3/11/97)

The Council approved clarification of the language requirement for the MA degree so that language competency will be certified with appropriate coursework or assessment. (See attachment.)

- Culminating experience for a graduate degree. (3/11/97)

The Council reaffirmed that each graduate degree is to have a culminating, integrative type of experience. (See attachment.)

- Residency requirement for master's degrees. (4/15/97)

To reflect the reality of distance education, the residency requirement for master's students was revised to call for USU credit hours rather than campus residency: "At least 36 quarter (24 semester) credit hours must be from Utah State University."

- Discontinuation of the MS specialization in Recreation Leadership in the Health, Physical Education and Recreation Department. (5/20/97)

Approval was given to the discontinuation of the MS Recreation Leadership specialization in HPER, due to low numbers of students and a comparable degree at the University of Utah, and to allow refocusing of resources. (Regents action pending.)

- Master of Natural Resources degree. (5/20/97)

An interdepartmental professional master's degree for the College of Natural Resources, to be offered for natural resources managers, was approved. (Regents action pending.)

#### Funding for Graduate Students

The following funds were made available for student support through the Graduate Dean's office in 1996-97:

\$170,000	<b>President's Fellowships</b>
110,000	<b>Research Fellowships</b>
96,000	<b>University Fellowships</b>
4,200	<b>Seely-Hinckley Scholarships</b>
2,000	<b>Martin Luther King Fellowships</b>
<u>1,224,236</u>	<b>Out-of-State Tuition Waivers</b>
1,606,436	<b>Total</b>

In addition, 90 quarters of in-state tuition waivers for resident students and 45 for non-residents were awarded (see Table 1). The \$1,224,236 awarded for out-of-state tuition waivers for 1996-97 was 89.0% of the amount budgeted.

University, Presidential, and Vice President for Research Fellowships were \$10,000 for the 1996-97 academic year. For 1997-98, University and Research Vice President Fellowships have been increased to \$12,000. Fellowships and in-state tuition waivers are allocated to the colleges by the Dean of the School of Graduate Studies to be awarded according to Graduate School criteria and by procedures established by the colleges, subject to final approval by the graduate dean. In keeping with the recruitment purpose of the fellowships from the School of Graduate Studies, they are to be awarded only to students entering a graduate degree program. To be competitive for recruitment, a fellowship may be awarded in conjunction with a .25 or less FTE graduate assistantship, if the assistantship will contribute to the student's degree program.

The Seely-Hinckley Scholarships are awarded by the graduate dean to two outstanding, needy graduate students, based on nominations from the college deans. Martin Luther King Fellowships, from an endowment established by Allen and Alice Stokes, are awarded to support the graduate studies of African American students.

One student received financial support (full tuition) from the School of Graduate Studies through the African Graduate Fellowship Program (AFGRAD).

Graduate assistantships are a major source of support for graduate students. All GAs employed for one or more academic quarters, or for a period of time

exceeding 2 months, must be hired on Employment Action Forms (EAFs). For the 1996-97 FY (see Table 2), 979 GAs were employed on EAFs at USU--221 were Graduate Teaching Assistants (GTAs), 518 were Graduate Research Assistants (GRAs), 96 were Graduate Instructors (GIs), and 53 were General Graduate Assistants (GGAs). As can be also be seen in Table 2, nearly 75% of GAs were employed at .50 FTE during 1996-97. (For 1995-96, 73% of GAs were employed at .50 FTE.) The mean monthly stipend for .50 FTE GAs (Table 3) was \$961 (\$947, \$975, \$1,035, \$756 for GTAs, GRAs, GIs, and GGAs respectively, up in each category from 1995-96).

#### Graduate Student Travel Funds

The Graduate Student Senate (GSS) administers funds from the School of Graduate Studies and from the Vice President for Research for graduate-student travel costs to present papers at professional meetings. Master's students are eligible for one award and doctoral students are eligible for two awards during their degree program. With a positive balance in the GSS travel account for the last two years, in 1996, the Graduate Student Senate increased the maximum individual trip award from \$200 to \$250. Students are eligible for funding for USU-generated papers presented up to three months after graduation, with appropriate recognition of USU on the paper. Of the 162 students who applied for travel funds in 1996-97, 153 received awards, for a total amount of \$29,460. This was an increase of two applications, a decrease of 6 travelers, and an increase of \$4,742 in dollar awards from 1995-96.

## Student Diversity

International students continue to contribute to the cultural diversity at USU. Table 4 shows the countries from which international applications were received for Fall 1997, as of September 2, 1997. In Fall 1996, 17.5% of matriculated graduate students were from other countries (14.0% at the master's level and 31.4% at the doctoral level). International students received 13.3% of the master's degrees and 40.5% of the doctoral degrees awarded in 1996-97 (see Tables 6 and 7). Table 5 shows international 1997 graduate-degree recipients by country of origin.

American ethnic-minority students continue to be a relatively small percentage of USU's matriculated graduate students (3.6%, N = 84, in Fall 1996) and graduate degree recipients--2.4% (N = 18) of master's degrees and 5.4% (N = 4) of doctoral degrees in 1996-97. Tables 6 and 7 present master's and doctoral degree-awards data for recent years.

For the past three summers (1995-1997), the graduate dean has accepted an invitation from the assistant dean for minority affairs in the University of Utah's Graduate School to have participants in the U of U's Summer Research Opportunity Program (SROP) for undergraduate minority students visit the USU campus. For the Summer 1997 visit, arrangements and hosting were largely handled by April Spaulding, director of Multicultural Affairs in Academic Support Services, and Dr. Carla Reyes, Assistant Professor of Psychology. Ms. Spaulding also made a presentation to the SROP undergraduates on the U of U campus. Activities at USU included visits to the departments in which the undergraduates might pursue graduate study to meet

with the department head and faculty with whom research interests are shared (whenever available, USU minority graduate students escorted the visiting undergraduates to departmental meetings); a tour of the campus; lunch with ethnic minority faculty and administrators, the student escorts, and current ethnic-minority graduate students; a tour of lower Logan Canyon; and Aggie ice cream. In 1995, 17 SROP students visited 6 departments; in 1996, 21 students visited 9 departments; in 1997, 27 students visited 11 departments. One of the 1996 SROP visitors has enrolled in a graduate program at USU (in clinical psychology).

Participation continues in Project 1000, a program based at Arizona State University to recruit Hispanic graduate students nationwide and African-American and Native American (including American Indian, Alaskan Native, and Native Pacific Islanders), as well as Hispanic students, from a six-state region (Arizona, Nevada, Utah, New Mexico, Colorado, and western Texas) and the U.S. Virgin Islands. Eleven students applied to the School of Graduate Studies through Project 1000 for 1996-97, 2 were accepted by departments, and one enrolled at USU (in Civil and Environmental Engineering).

Gender participation in graduate education has changed since 1988-89, with more women receiving graduate degrees in 1996-97 (Tables 6 and 7). The number of women receiving master's degrees increased from 210 (35.5% of master's degrees) to 323 (43.8% of master's), a 53.8% increase. For doctorates, the increase was from 17 (22.7% of doctorates awarded in 1988-89) to 24 (32.4% of doctorates), a 41.2%

increase. The number of total graduate degrees awarded to women increased from 227 (34.1%) to 347 (42.7%), a 52.9% increase.

### Applications

Applications for graduate study at USU during 1996-97 totaled 3,085 (see Table 8; Table 9 contains quarterly information by college), a increase of 2.9% from the 2,997 graduate applications for admission in 1995-96, and 33.5% above the 2,310 applications for 1987-88, 10 years ago. As of September 5, 1997, there were 2,025 applications for Fall 1997, 4.5% less than the total of 2,116 applications on September 6, 1996. Applications for Fall 1997 are still being processed, and it is likely that the final number will equal that for Fall 1996. As can be seen in Table 8, year-to-year fluctuations in applications are not unusual.

The total number of graduate students accepted by departments for 1996-97 was 1,626, 52.7% of the applicants. The percentage of acceptances was up from 47.6% for 1995-96.

All departments are now on the computerized admissions system (CAS) that was implemented in 1992-93. Several years ago, the School of Graduate Studies database was put on Cross System Product (CSP), in anticipation of campus-wide implementation of that system. The further implementation did not occur and, as a result, the School of Graduate Studies database, including CAS, has not communicated with the Student Services database. CAS has been reprogrammed on the recently installed SCT (Systems and Computer Technology) SIS+ (Student

Information System Plus) and the switchover, with data-entry responsibility for matriculated graduate students shifting to the School of Graduate Studies, will occur during Fall 1997. Some re-training of School of Graduate Studies and departmental staff will be carried out.

### Enrollment

The Budget Office reports budget-related enrollment data, which includes on- and off-campus, extended-day students, but excludes the Uintah and Southeast Centers (which are separate line items in the budget). Since Fall 1993, the Office of Planning and Analysis has reported enrollment data for all students, including self-supported students (instructional costs not from the E&G budget, but from another funding source, such as a school district or company) and those at the line-item centers that were not included in past data. Data from both sources are included in this report (Tables 10 and 11), in order to have the 10-year perspective available from the budget-related data.

The total matriculated graduate-student enrollment for Fall Quarter 1996 was 2,321, 11.2% of USU students and a 1.4% increase from Fall 1995 (see Table 10). The total of matriculated graduate students plus postbaccalaureate, nonmatriculated students was 4,105, 19.7% of the studentbody, and an increase of 12.0% from the total number of graduate students enrolled Fall 1995. However, at the doctoral level, there were 39 fewer students, a 7.8% decrease in enrollment (Table 12), a cause for concern at a research university. In particular (Table 13), most of the decline in



doctoral students (39) can be attributed to the decline in international students at that level (34), a trend that started in Fall 1994. Lower enrollments of international students at the master's level have been offset by increased Utah enrollments. Although the decline in international graduate students reflects a national trend, it does suggest the need for more active international recruitment by USU.

Using the more limited, budget-related data (with the line-item centers and self-supported students excluded), there has been, over the last 10 years, a 30.7% increase in the number of matriculated graduate students, compared to a 45.7% increase in undergraduate students (see Table 11).

#### Degrees Awarded

In 1996-97, 812 graduate degrees--738 master's degrees (with 5 educational specialist degrees in that total) and 74 doctorates--were awarded (Table 14). The total number of graduate degrees was 6.1% higher than the 765 awarded in 1995-96 and 8.3% higher than the 745 awarded in 1992-93. The number of master's degrees was 6.8% higher than the 688 in 1995-96, and 11.4% more than the 654 awarded in 1992-93. The number of doctoral degrees was down 5.2% from 77 in 1995-96 and down 18.7% from the unusually high 91 doctorates awarded in 1992-93. Tables 15 through 16 list master's and doctoral degrees and the numbers awarded by department in the last 5 years.

Of the graduate degree recipients in 1996-97, 198, 24.4%, were nonresidents and 128, 15.7%, were international students (64.6% of the nonresidents). Of the

master's degree recipients, 21.8% were nonresidents and 13.3% (60.9% of the nonresidents) were international students. In contrast, at the doctoral level, 50.0% of the degree recipients were nonresidents and 40.5% were international students (81.1% of the nonresidents). Tables 6 and 7 provide breakdowns of master's and doctoral degrees awarded from 1988-89 through 1996-97 by gender, minority status, residence, and international status.

#### Computerized Student Tracking System

Development of the computerized degree tracking system (CTS) for graduate students has continued during 1996-97, although not as rapidly as planned due to computing projects, such as implementation of CTS/SIS+, that have taken up the computer programmer's time. The CTS will provide departments easier access to information on individual student progress, keep students better informed of their program status, expedite the review and monitoring of students' programs in the graduate dean's office, and provide better data on such matters as time-to-completion. It is now planned that the CTS will be implemented with the conversion to semesters.

#### Graduate Mentor Award

During the 1994-95 academic year, a University Outstanding Graduate Mentor Award was approved to recognize outstanding mentoring and to encourage consideration and discussion of the crucial role of faculty mentors in graduate education. The first award was presented at the 1996 Hooding Ceremony to Dr.

Charles L. Salzberg, Professor and Head of the Special Education and Rehabilitation Department. The 1997 awardee was Dr. William F. Campbell, Professor of Agronomy in the Department of Plants, Soils, and Biometeorology. Each awardee is invited to prepare an essay on the mentoring role, and the essay is distributed campus-wide to encourage thought and dialogue.

TABLE 1  
**Scholarship In-State Tuition Waivers**  
**1996-97**

<u>College</u>	<u>Resident Quarters</u>	<u>Nonresident Quarters</u>
Agriculture	9	2
Business	9	2
Education	15	5
Engineering	9	5
Family Life	9	3
HASS	15	7
Natural Resources	6	6
Science	<u>18</u>	<u>15</u>
	90	45

TABLE 2

Type of Graduate Assistantships  
by FTE, 1996-97

<u>Assistantship</u>	<u>FTE</u>				<u>Total</u>
	<u>&lt;.25</u>	<u>.25 &lt; .375</u>	<u>.375 &lt; .50</u>	<u>.50</u>	
GTA	15	41	13	152	221
GRA	25	41	19	433	518
GI	1	6	1	88	96
GGA	<u>28</u>	<u>53</u>	<u>10</u>	<u>53</u>	<u>144</u>
Total	69 (7.0%)	141 (14.4%)	43 (4.4%)	726 (74.2%)	979

Table 3

Monthly Stipends for .50 FTE Graduate Assistants  
1995-96, 1996-97

<u>Assistantship</u>	<u>Year</u>	<u>Minimum</u>	<u>Maximum</u>	<u>Mean</u>
GTA	95-96	\$370	\$1,818	\$901
	96-97	417	1,683	947
GRA	95-96	375	1,680	923
	96-97	355	2,445	975
GI	95-96	500	1,328	1,025
	96-97	625	2,667	1,035
GGA	95-96	390	1,400	729
	96-97	400	1,500	756
Total	95-96	370	1,818	906
	96-97	355	2,667	961

Source: School of Graduate Studies data.

TABLE 4

International Applications to Graduate School  
1996-97

Argentina	4
Australia	1
Bangladesh	8
Bolivia	3
Botswana	4
Brazil	1
Bulgaria	1
Canada	6
Columbia	1
Croatia	1
Cyprus	1
Egypt	3
England	1
Georgia	1
Germany	3
Greece	1
Guatemala	1
Haiti	1
Honduras	1
Hong Kong	6
India	237
Indonesia	7
Iran	6
Israel	2
Italy	1
Ivory Coast	1
Japan	11
Jordan	3
Kenya	1

TABLE 4, Continued

Korea	72
Kuwait	1
Lebanon	3
Macau	1
Malaysia	7
Mali	1
Mexico	4
Morocco	2
Nepal	1
Netherlands Antilles	1
Netherlands	1
Nigeria	2
Oman	4
Pakistan	2
People's Republic of China	297
Portugal	1
Republic of China (Taiwan)	161
Romania	1
Russia	2
Saudi Arabia	9
Singapore	2
Sri Lanka	1
Sudan	2
Syria	2
Thailand	20
Turkey	9
Uganda	4
United Kingdom	2
VietNam	1
Yugoslavia	1
TOTAL	935

Source: School of Graduate Studies records.



TABLE 5

**GRADUATE DEGREE RECIPIENTS BY COUNTRY - 1997**

Argentina	1
Bangladesh	2
Belgium	1
Bolivia	1
Brazil	4
Canada	3
Chile	1
China	27
Egypt	2
England	3
Ethiopia	1
Finland	1
Germany	1
Hong Kong	3
India	37
Indonesia	3
Israel	1
Japan	4
Kenya	1
Korea	8
Lebanon	1
Malawi	2
Malaysia	1
Mexico	1
New Zealand	1
Oman	1
Philippines	1
Russia	2
Samoa	1
Saudi Arabia	1
Scotland	1
Somalia	1
Spain	1
Switzerland	2
Taiwan	16
Thailand	3
Turkey	1
Wales	1
United States of America	669
<b>TOTAL</b>	<b>812</b>

Source: School of Graduate Studies records.

TABLE 6

Master's Degrees,\* 1989-1997, by  
Gender, Ethnicity, Residence

Year	Male		Female		Minority		Resident		Nonresident		International		Total
	N	%	N	%	N	%	N	%	N	%	N	%	
1988-89	381	64.5	210	35.5	15	2.5	389	65.8	202	34.2	149	25.2	591
1989-90	369	64.2	206	35.8	20	3.5	372	64.7	203	35.3	150	26.1	575
1990-91	338	63.7	193	36.3	20	3.8	364	68.5	167	31.5	124	23.4	531
1991-92	372	60.8	240	39.2	17	2.8	432	70.6	180	29.4	139	22.7	612
1992-93	392	59.9	262	40.0	16	2.4	483	73.9	171	26.1	124	19.0	654
1993-94	382	58.3	273	41.7	26	4.0	485	74.0	170	26.0	146	22.3	655
1994-95	396	56.3	308	43.7	32	4.5	569	80.8	135	19.2	100	14.2	704
1995-96	393	57.1	295	43.5	22	3.2	554	80.5	134	19.5	87	12.6	688
1996-97	415	56.2	323	43.8	18	2.4	577	78.2	161	21.8	98	13.3	738

\*Educational Specialist (EdS), Civil Engineer (CE), and Electrical Engineer (EE) degrees are included with master's degrees.

Source: 1988-89 to 1992-93, Budget Office reports; 1993-94 and following, Office of Planning and Analysis, Graduation Summary (preprint for 1996-97).

TABLE 7

Doctoral Degrees, 1989-1997, by  
Gender, Ethnicity, Residence

Year	Male		Female		Minority		Resident		Nonresident		International		Total
	N	%	N	%	N	%	N	%	N	%	N	%	
1988-89	58	77.3	17	22.7	2	2.7	39	52.0	36	48.0	28	37.3	75
1989-90	53	73.6	19	26.4	4	5.6	31	43.1	41	56.9	24	33.3	72
1990-91	48	80.0	12	20.0	-	0.0	26	43.3	34	56.7	18	30.0	60
1991-92	55	82.1	12	17.9	3	4.5	30	44.8	37	55.2	24	35.8	67
1992-93	69	75.8	22	24.2	2	2.2	29	31.9	62	68.1	49	53.8	91
1993-94	45	73.8	16	26.2	2	3.3	30	49.2	31	50.8	26	42.6	61
1994-95	53	82.8	11	17.2	7	10.9	32	50.0	32	50.0	26	40.6	64
1995-96	52	67.5	25	32.5	4	5.2	40	51.9	37	48.1	31	40.3	77
1996-97	50	67.6	24	32.4	4	5.4	37	50.0	37	50.0	30	40.5	74

Source: 1988-89 to 1992-93, Budget Office reports; 1993-94 and following, Office of Planning and Analysis, Graduation Summary (preprint for 1996-97).

TABLE 8

Graduate Applications for Admission  
to Graduate Study  
1987-88 to 1996-97

<u>Requested Year of Study</u>	<u>Number</u>
1987-88	2,310
1988-89	2,243
1989-90	(NA, computer failure)
1990-91	2,469
1991-92	2,667
1992-93	3,162
1993-94	2,933
1994-95	3,203
1995-96	2,997
1996-97	3,085

TABLE 9

**APPLICATIONS BY COLLEGE BY QUARTER,  
1991-92 through 1996-97**

College	<u>1992-93*</u>	<u>1993-94</u>	<u>1994-95</u>	<u>1995-96</u>	<u>1996-97</u>
<b>Agriculture</b>					
Summer	2	7	4	7	1
Fall	50	61	61	51	58
Winter	7	8	10	12	8
Spring	8	5	9	8	4
TOTAL	67	81	84	78	71
<b>Business</b>					
Summer	26	44	40	54	47
Fall	365	287	347	385	455
Winter	55	62	57	50	69
Spring	59	42	9	51	37
TOTAL	505	435	490	540	608
<b>Education</b>					
Summer	65	64	78	74	72
Fall	378	410	583	523	666
Winter	78	49	45	55	44
Spring	70	44	43	61	27
TOTAL	591	567	749	713	809
<b>Engineering</b>					
Summer	19	25	26	17	25
Fall	658	546	550	509	505
Winter	69	50	41	41	43
Spring	65	49	38	44	16
TOTAL	811	670	655	611	589
<b>Family Life</b>					
Summer	5	13	24	23	10
Fall	84	101	91	96	120

TABLE 9, continued

Winter	9	7	9	9	9
Spring	13	13	8	11	4
TOTAL	111	134	132	139	143
Humanities, Arts, and Social Sciences					
Summer	6	12	5	12	6
Fall	165	163	199	187	193
Winter	19	17	8	18	14
Spring	19	9	6	5	5
TOTAL	209	201	218	222	218
Natural Resources					
Summer	10	9	12	4	8
Fall	159	194	236	189	210
Winter	15	9	19	25	12
Spring	22	9	17	19	6
TOTAL	206	221	284	237	236
Science					
Summer	8	12	12	10	7
Fall	558	543	541	411	376
Winter	48	42	19	15	20
Spring	49	27	19	21	8
TOTAL	663	624	591	457	411
Quarter Totals					
Summer	141	186	201	201	176
Fall	2417	2305	2608	2351	2583
Winter	300	244	208	225	219
Spring	305	198	186	220	107
GRAND TOTAL	3163	2933	3203	2997	3085

\*Not including extensions to the next academic year

TABLE 10  
TOTAL USU FALL QUARTER ENROLLMENTS<sup>a</sup>

Year	Total			Undergraduates			Graduate Students <sup>b</sup>			Matriculated Graduate Students		
	N	Change	%	N	Total	%	N	Total	%	N	Total	%
1993	18,399			14,914	81.1		3,485	18.9		2,194	11.9	
1994	20,371	10.7		16,032	78.7	7.5	4,339	21.3	24.5	2,261	11.1	3.1
1995	19,861	-2.5		16,197	81.6	1.0	3,664	18.4	-15.6	2,289	11.5	1.2
1996	20,808	4.8		16,703	80.3	3.1	4,105	19.7	12.0	2,321	11.2	1.4
1993-1996	(2,409) <sup>c</sup>	13.1		(1,789) <sup>c</sup>		12.0	(620) <sup>c</sup>		17.8	(127) <sup>c</sup>		5.8

<sup>a</sup>Total students, budget-related and self-supported.

<sup>b</sup>Matriculated and postbaccalaureate, nonmatriculated students.

<sup>c</sup>Change, 1993-1996.

Source: Office of Planning and Analysis, *USU Fact Books*.

TABLE 11

BUDGET-RELATED USU FALL QUARTER ENROLLMENTS, 1985-1996<sup>a</sup>

Year	Total			Undergraduates			Graduate Students <sup>b</sup>			Matriculated Graduate Students		
	N	Increase %	Total %	N	Total %	Increase %	N	Total %	Increase %	N	Total %	Increase %
1987	11,793	.9	78.4	9,248	78.4	-1.8	2,545	21.6	12.0	1,700	14.4	6.9
1988	12,132	2.9	81.1	9,840	81.1	7.2	2,292	18.9	-9.9	1,679	13.8	-1.2
1989	12,650	4.3	80.9	10,230	80.9	4.0	2,420	19.1	5.6	1,785	14.1	6.3
1990	13,719	8.4	81.5	11,181	81.5	9.2	2,538	18.5	4.9	1,821	13.3	2.0
1991	15,118	10.2	82.2	12,431	82.2	11.2	2,687	17.8	5.9	2,010	13.3	10.4
1992	15,425	2.0	83.3	12,854	83.3	3.4	2,571	16.7	-4.3	1,978	12.8	-1.6
1993	16,403	6.3	83.0	13,612	83.0	5.9	2,791	17.0	8.6	2,130	13.0	7.7
1994	17,296	5.4	83.8	14,486	83.8	6.4	2,810	16.2	.7	2,186	12.6	2.6
1995	16,699	-3.5	83.7	13,979	83.7	-3.5	2,720	16.3	-3.2	2,186	13.1	0.0
1996	17,188	2.9	82.7	14,209	82.7	1.6	2,979	17.3	9.5	2,222	12.9	1.6
10-year	(5,395) <sup>c</sup>	45.7	(4,961) <sup>c</sup>	(4,961) <sup>c</sup>	(4,961) <sup>c</sup>	53.6	(434) <sup>c</sup>	17.0	17.0	(522) <sup>c</sup>	30.7	30.7

<sup>a</sup>Total on and off campus, Uintah and Southeast Centers not included.

<sup>b</sup>Matriculated and postbaccalaureate, nonmatriculated students.

<sup>c</sup>10-year increase.

Source: Budget Office, USU Blue Book.



TABLE 12

USU FALL QUARTER MATRICULATED  
GRADUATE STUDENT ENROLLMENT 1992-96

Year	Master's			Doctorate			Total	
	N	Change		N	Change		N	% Change
		N	%		N	%		
1992	1,567			472			2,039	
1993	1,717	150	9.6	477	5	1.1	2,194	7.6
1994	1,771	54	3.1	490	13	2.7	2,261	3.1
1995	1,791	20	1.1	498	8	1.6	2,289	1.2
1996	1,862	71	4.0	459	-39	-7.8	2,321	1.4
Change 1992- 1996		295	18.8		13	-2.8	282	13.8

TABLE 13

USU FALL QUARTER INTERNATIONAL/NONRESIDENT\*  
MATRICULATED GRADUATE STUDENT ENROLLMENTS, 1993-96

Year	Master's				Doctorate				Total			
	Int'l		Nonres.		Int'l		Nonres.		Int'l		Nonres.	
	N	%	N	%	N	%	N	%	N	%	N	%
1993	395	20.9	482	28.1	173	36.3	251	52.6	532	24.2	733	33.4
1994	323	18.2	475	26.8	188	38.4	258	52.7	511	22.6	733	32.4
1995	289	16.1	491	27.4	178	35.7	259	52.0	467	20.4	750	32.8
1996	261	14.0	428	23.0	144	31.4	223	48.6	405	17.4	651	28.0
Change 1993- 1996	134	-33.9	54	-11.2	29	-16.8	28	-11.2	127	-23.9	82	-11.2

\*Includes international students.

Table 14

## Graduate Degrees Awarded, 1993-1997

Degree	1993	1994	1995	1996	1997
MAcc	18	35	33	33	52
MAI	1	0	0	0	0
MA	28	33	38	29	22
MBA	64	53	65	71	81
MEd	137	88	119	99	98
ME	16	19	17	25	17
MES	0	0	0	0	0
MFA	5	9	7	8	10
MF	0	0	0	0	0
MIE	0	0	0	0	0
MLA	3	6	6	5	8
MMath	1	0	0	0	0
MS	343	385	396	376	416
MSS	33	25	19	38	29
<b>TOTALS</b>	<b>649</b>	<b>653</b>	<b>700</b>	<b>684</b>	<b>733</b>
CE	2	0	0	0	0
EE	0	0	1	0	0
EdS	3	2	3	4	5
<b>TOTALS</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>5</b>
EdD	3	0	0	0	1
PhD	88	61	64	77	73
<b>TOTALS</b>	<b>91</b>	<b>61</b>	<b>64</b>	<b>77</b>	<b>74</b>
<b>GRAND TOTALS</b>	<b>745</b>	<b>716</b>	<b>768</b>	<b>765</b>	<b>812</b>

TABLE 15

MASTER'S DEGREES AWARDED AT UTAH STATE UNIVERSITY  
BY DEGREE PROGRAM

College/Department	1993	1994	1995	1996	1997
<b><u>AGRICULTURE</u></b>					
Agric. Economics (MS)	2	1	4	0	0
Agric. Industries (MAI)	0	0	0	0	0
Agric. Systems Tech. (MS)	11	5	3	4	1
Animal Science (MS)	2	1	1	6	2
Dairy Science (MS)	2	0	0	1	0
Plant Science (MS)	4	5	6	4	3
Biovet. Science (MS)	4	5	6	2	0
Biometeorology (MS)	1	1	0	0	0
Soil Science (MS)	0	0	3	2	3
*Nutrition & Food Science (MS)	9	6	10	4	5
Physical Ecology (MS)	0	0	0	0	0
Plant Ecology (MS)	0	0	0	0	0
*Toxicology	0	2	3	3	1
<b><u>Business</u></b>					
Accounting (MAcc)	18	35	33	33	52
Business Admin. (MBA)	64	53	65	71	81
Bus. Info. Systems (MS)	24	28	29	23	28
Economics (MS)	9	0	0	4	32
(MSS)	0	0	0	0	0
(MA)	1	2	2	1	0
Mgmt. & Human Res. (MSS)	33	25	19	38	27
<b><u>EDUCATION</u></b>					
Comm. Disorders (MS)	20	23	11	23	18
(MA)	1	1	1	0	0
(MEd)	14	7	20	4	25
(EdS)	3	2	3	4	2
Elementary Educ. (MS)	23	21	22	21	2
(MA)	0	0	1	0	0
(MEd)	29	42	43	32	46
HPER (MS)	12	8	16	14	11
(MEd)	50	11	5	18	1
Instructional Tech. (MS)	30	23	33	37	42
(MEd)	2	3	1	1	0
(EdS)	0	0	0	0	3

Table 15, Continued

College/Department	1993	1994	1995	1996	1997
<u>EDUCATION, continued</u>					
Psychology (MS)	13	50	62	24	92
(MA)	0	0	0	0	0
(MEd)	0	0	0	0	0
Secondary Education (MS)	0	1	0	0	0
(MA)	0	1	0	0	0
(MEd)	19	16	40	29	12
Special Education (MS)	17	15	16	18	13
(MEd)	23	9	10	15	13
<u>ENGINEERING</u>					
Biol. & Agric. Eng. (MS)	8	6	4	2	5
(ME)	0	0	0	0	0
Civil & Environmental Eng. (MS)	24	42	38	30	29
(ME)	0	2	0	2	1
Electrical Eng. (MS)	14	8	15	7	9
(ME)	16	17	17	23	16
Industrial Tech. (MS)	6	3	2	10	3
Irrigation Sci. (MS)	0	3	0	0	0
Mechanical Eng. (MS)	7	12	10	9	7
(ME)	0	0	0	0	0
Electrical Eng. (EE)	0	0	1	0	0
Civil Eng. (CE)	2	0	0	0	0
<u>FAMILY LIFE</u>					
Family & Human Dev. (MS)	8	6	7	11	7
Human Environments (MS)	0	6	5	8	11
*Nutrition & Food Science (MS)	9	6	10	4	5
<u>HUMANITIES, ARTS &amp; SOCIAL SCIENCES</u>					
Art (MFA)	5	7	5	8	6
(MA)	1	0	0	1	0
English (MS)	13	10	12	6	12
(MA)	8	7	15	6	9
American Studies (MS)	7	3	0	7	4
(MA)	7	6	7	8	4
Town & Regional Planning (MS)	2	0	0	1	1
(MLA)	3	6	6	5	8

Table 15, Continued

College/Department	1993	1994	1995	1996	1997
<u>HUMANITIES, ARTS, &amp; SOCIAL SCIENCES, continued</u>					
Communication (MS)	1	0	2	0	3
(MA)	1	2	0	0	1
History (MS)	1	2	2	4	2
(MA)	3	11	8	11	5
Political Science (MS)	2	2	2	3	2
(MA)	5	2	2	1	1
Sociology (MS)	1	6	5	0	4
(MA)	1	0	1	1	1
(MSS)	0	0	0	0	2
Theatre Arts (MFA)	0	2	2	0	4
(MA)	0	1	0	0	1
<u>Natural Resources</u>					
Forestry (MS)	0	5	3	6	3
(MF)	0	0	0	0	0
Forest Mgmt. (MF)	0	0	0	0	0
Forest Ecology (MS)	0	0	0	1	1
Geography (MS)	1	1	1		
Recreat. Resources Mgmt. (MS)	0	2	0	4	1
Range Science (MS)	4	4	1	2	7
Range Ecology (MS)	0	2	1	0	0
Watershed Science (MS)	2	1	2	2	3
Fisheries & Wildlife (MS)	3	3	7	8	6
Wildlife Ecology (MS)	4	1	6	4	0
Aquatic Ecology (MS)	2	0	1	4	1
<u>Science</u>					
Biology (MS)	5	6	7	9	7
Biology Ecology (MS)	1	1	1	0	3
Chemistry (MS)	3	3	0	2	2
Biochemistry (MS)	2	2	2	3	4
Computer Science (MS)	23	24	25	24	25
Geology (MS)	6	3	3	3	7
Geology Ecology (MS)	0	0	0	0	0
Mathematics (MS)	4	3	5	4	2
(MMA)	1	0	0	0	0
Statistics (MS)	5	5	5	3	6
Physics (MS)	4	9	4	8	7
*Toxicology (MS)	0	2	3	3	1

Table 15, Continued

College/Department	1993	1994	1995	1996	1997
<u>INTERDEPARTMENTAL</u>					
*Nutrition & Food Science (MS)	9	6	10	4	6
*Toxicology (MS)	0	2	3	3	1
TOTALS	652	655	704	688	738

\*Nutrition and Food Science is listed in the College of Agriculture and the College of Family Life, but is only counted once.

\*Toxicology is listed in both the College of Agriculture and the College of Science, but is only counted once.

TABLE 16

DOCTORAL DEGREES AWARDED AT UTAH STATE UNIVERSITY  
BY DEGREE PROGRAM

College/Department	1993	1994	1995	1996	1997
<b><u>AGRICULTURE</u></b>					
Animal Science	3	0	3	2	2
Biometeorology	1	0	1	0	0
*Nutrition & Food Science	4	3	3	2	1
Physical Ecology	0	0	0	0	0
Plant Ecology	0	0	0	0	0
Plant Science	6	0	0	2	1
Soil Science	1	0	1	1	0
*Toxicology	0	3	1	1	2
<b><u>BUSINESS</u></b>					
Economics	1	3	1	1	5
<b><u>EDUCATION</u></b>					
Interdepartmental					
PhD	9	6	4	9	11
EdD	3	0	0	0	1
Psychology	16	8	7	8	11
Special Education	2	1	3	4	1
<b><u>ENGINEERING</u></b>					
Biol. & Agric. Eng.	6	4	6	7	4
Civil & Environmental Eng.	11	8	7	6	9
Electrical Eng.	1	0	6	3	0
Mechanical Eng.	2	0	1	0	0
<b><u>FAMILY LIFE</u></b>					
Family Life	2	4	2	6	3
*Nutrition & Food Science	4	3	3	2	1



Table 16, Continued

College/Department	1993	1994	1995	1996	1997
<u>HUMANITIES, ARTS, &amp; SOCIAL SCIENCES</u>					
Sociology	0	1	0	3	1
<u>NATURAL RESOURCES</u>					
Fisheries & Wildlife	1	0	1	0	3
Wildlife Ecology	0	1	1	1	0
Aquatic Ecology	0	0	0	0	0
Forestry	1	1	0	0	0
Forest Ecology	0	0	0	0	0
Rec. Resources Mgmt.	0	1	0	0	0
Range Science	3	4	3	5	4
Range Ecology	2	0	1	3	0
Watershed Science	0	1	0	1	1
<u>SCIENCE</u>					
Biology	7	5	0	2	5
Biology Ecology	0	1	1	0	0
Chemistry	3	2	5	2	4
Biochemistry	2	1	1	3	2
Mathematics	2	1	1	4	1
Physics	2	2	4	1	1
*Toxicology	0	3	1	1	2
TOTAL	91	61	64	77	74

\*Nutrition & Food Science is listed in both the College of Agriculture and the College of Family Life, but is counted only once.

\*Toxicology is listed in both the College of Agriculture and the College of Science, but it is counted only once.

## APPENDIX

Thesis/Dissertation Publication Delay Policy  
Guidelines for Supervisory Committee Assignments  
Academic Nepotism Policy  
Course-Level Numbering and Acceptability Policy  
Out-of-state Tuition Waiver Policy  
Master of Arts Language Policy  
Culminating Experience

**SUBJECT: THESIS/DISSERTATION PUBLICATION DELAY TO  
AVOID PREMATURE PUBLIC DISCLOSURE**

**PURPOSE:** To provide for the justifiable delay of publication of a thesis/dissertation to avoid premature public disclosure that would interfere with patent application, commercial development, or agreed-upon report review, while allowing degree completion by the student.

**POLICY:** The development and dissemination of knowledge is a primary goal of Utah State University. The prompt dissemination of research results is critical to the achievement of the university's purpose and important for graduate students' post-degree careers. Theses and dissertations must not include material that cannot be disclosed publicly, which, as a minimum, includes publication through placement in the University Library and submission to University Microfilms Inc. (UMI).

Faculty are encouraged to involve their graduate students in research on processes, products, and methods that may be patentable. Faculty should be cautious about involving graduate students in research that is subject to third-party restrictions on public disclosure. If it is in the best educational and career interests of a student to be involved in such research, his or her thesis/dissertation research must be conducted on disclosable elements of the project or on another publishable topic.

The University and the State of Utah may have a significant economic interest in delaying the public disclosure of research that could result in patentable inventions and/or commercially valuable products. Also, contracts with sponsors of research from which graduate students obtain theses/dissertations may require delay of publication for review of a report (but never with the right to require revisions in a thesis/dissertation) and/or for commercial development. Consequently, the submission of a thesis or dissertation to the University Library and to UMI may be delayed to avoid public disclosure that would interfere with the filing of patents, initial commercial development, and/or report review.

**PROCEDURE:** A thesis or dissertation for which delay of publication is to be requested should be prepared, defended, and submitted to the School of Graduate Studies for review and approval following usual

procedures. However, a written request for delay of publication must be submitted to the Dean of the School of Graduate Studies prior to the Dean's approval (signing) of the thesis or dissertation.

If justified, delay of publication will be allowed for up to 6 months for patent filing or report review following a successful thesis/dissertation defense. In special circumstances, such as filing a patent in other countries or commercial development needs, a delay in publication may be approved for up to one year from the date of defense. In no case may a delay exceed one year.

The request for delay of publication must be signed by the student, the major professor (or thesis/dissertation advisor), and the head of the degree-granting department, and copied to the dean of the college(s) involved. For delay due to report review or commercial development by a research sponsor, a copy of the contract or grant specifying the requirement must accompany the request. For a delay due to patent filing and/or USU commercial development, a statement verifying the university's interest in the patent/commercialization, signed by the Vice President for Research or, if so designated by the vice president, the Director of Technology Commercialization, must accompany the request.

If the request to delay publication is approved by the Graduate Dean, the student's degree will be awarded, but the required signed copies of the thesis/dissertation will be held in confidential status in the School of Graduate Studies Office for the agreed-upon period and then submitted to the University Library for microfiche, shelving, and transmittal to UMI. Access to the thesis/dissertation during the period of sequestration by any one other than the signatories to the request-not-to-publish requires a written request with the same signatures as on the request-not-to-publish, and of the Vice President for Research or, if designated, the Director of Technology Commercialization. Release for publication prior to the end of the approved sequestration period, which is encouraged, requires the same signatures on a written request.

**APPEALS:**

In the event that the Graduate Dean does not approve a request to delay publication, the decision may be appealed in writing to the Provost.

## GUIDELINES FOR SUPERVISORY COMMITTEE APPOINTMENTS

1. Members of supervisory committees must have a record of active scholarship or special expertise related to the student's program and hold the accepted final degree in their field, unless an exception is approved by the graduate dean based on other evidence of accomplishment. A committee member should hold a degree equivalent to or higher than the one the graduate student is seeking.
2. A member must have a faculty appointment at the assistant professor level or higher, except as noted below.
3. Adjunct faculty without a full-time USU appointment may serve on supervisory committees upon recommendation by the department and approval by the graduate dean, but a majority of each supervisory committee must be faculty who have full-time USU appointments.
4. Clinical instructors and lecturers may serve on master's committees (usually for nonthesis degrees) upon recommendation of the department and approval by the graduate dean.
5. To serve as chairperson/major professor of a thesis or dissertation committee, the faculty member should have a record of current (last 5 years), active research and/or scholarship. An adjunct faculty member may serve as the chairperson/major professor only under exceptional conditions of research supervision approved by the graduate dean.

Approved by Graduate Council, 4/24/91  
Revised by Graduate Council, 12/18/96

UTAH STATE UNIVERSITY  
SCHOOL OF GRADUATE STUDIES

Graduate Council Approval: 4/15/97

Faculty Senate Approval: 5/5/97

Effective: 7/1/97

SUBJECT: Academic Nepotism in Graduate Programs

**PURPOSE:** To ensure application of the applicable statute and policies to the employment of graduate assistants; extend the spirit of the statute to avoid conflicts of interest and prohibit favoritism toward relatives, as well as the appearance of either, in graduate degree programs; and extend the concept of close relatives to amorous relationships (in accordance with Section 407.10 of the *USU Faculty Policies*).

**POLICY:** It is in the best interests of Utah State University to avoid the conflicts of interest or the appearance of conflicts of interest that could occur in graduate education when a faculty member and a student are relatives. A faculty member may not participate in a graduate admission decision; employ, recommend the employment of, or supervise a graduate assistant; participate in the awarding of a graduate fellowship, scholarship, or tuition waiver; or serve as major professor or on the supervisory committee if the student is a relative, as defined below. A graduate student may not enroll for credit in a course taught by a relative, unless it is the only available section of the course. In such a case, the faculty member must avoid any preferential treatment and grading must be handled by another qualified faculty member selected by the department head, unless the instructor is the only person at USU with the expertise to evaluate student performance in the course. That decision and appropriate grading arrangements must be approved by the department head and reported to the graduate dean.

**STATUTE AND  
USU POLICIES:** Utah Nepotism Law (Utah Code Annotated, Section 52-3-1, amended 1987); *Utah State University Policy Manual*, No. 392, Employment of Relatives; *USU Faculty Policies*, Section 407.10, Consensual Relationships.

**APPLICABILITY:** For the purposes of this policy, relative\* is defined, as in University Policy 392, as father, mother, husband, wife, son, daughter, sister, brother, uncle, aunt, nephew, niece, grandmother, grandfather, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-

law, or daughter-in-law, and extended to include a person with whom the faculty member has or has had an amorous relationship. The policy applies to graduate assistants regardless of the length of employment.

**CONSEQUENCE  
FOR NON-  
COMPLIANCE:**

The graduate dean will not approve any graduate assistantship, supervisory committee appointment, or credit toward a graduate degree that is in violation of this policy.

**COMPLIANCE  
PROCEDURE:**

Complaints under this policy should be brought to the department head or program or unit director, and if not resolved, to the graduate dean. In the case where the department head or the program or unit director is the subject of the complaint, a complaint should be brought directly to the graduate dean. The graduate dean will consult and coordinate with the college dean in handling the complaint. Any disciplinary action against a graduate student will be taken, and may be appealed, following the procedures for Academic Violations in the *Code of Policies and Procedures for Students at Utah State University*. Any disciplinary action against a faculty member will be handled according to the *USU Faculty Policies*.

**UNITS  
AFFECTED:**

All departments and units that participate in graduate education and/or employ graduate assistants.

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\*Step-relative included.

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**Course-Level Numbering and Acceptability**

**7000-7990** are doctoral-level courses. With supervisory committee and instructor approval, they may be taken for 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 (6 quarter) credits of coursework at this level may be used for a master's degree, 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 and must not be required by the graduate-degree department for a related undergraduate degree. Courses that students entering the graduate program are expected to have taken as undergraduates and prerequisites for courses in a master's degree program are not acceptable.

No more than 15 semester (22 quarter) credits of 3000-5990 coursework may be used for a graduate degree other than a doctorate without a master's degree, for which a total of 21 undergraduate semester credits, including 3 semester credits of 3000-4990 coursework, may be used.

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



## OUT-OF-STATE TUITION WAIVER USE GUIDELINES

The purpose of out-of-state tuition waivers is to assist in the recruitment of outstanding graduate students, supplement graduate assistant stipends, and support meritorious graduate students in completing their degrees. In a time of tight University budgets, careful stewardship of out-of-state tuition waiver funds is crucial.

**The primary use for out-of-state tuition waivers is to support students in completing degree requirements, as indicated by courses on their Programs of Study.** Graduate courses and 5000-level courses are generally acceptable, unless apparently not related to the student's degree program. If there is a question about the relevance of a graduate course to degree requirements, a letter from the student's major professor verifying the requirement will suffice.

**An undergraduate, 3000-4990 course is acceptable for a tuition waiver if (1)** it is on or is to be on (as verified by a letter from the major professor) the student's Program of Study; (2) it is (a) a planned prerequisite to a first professional-degree program (e.g., LAEP MS), (b) a prerequisite for a graduate course on (or to be on) the student's Program of Study, (c) a background course required by the student's supervisory committee.

**Not acceptable** for out-of-state tuition waivers are (1) undergraduate activity/recreation/personal development courses (e.g., skiing, guitar), and (2) audits at any level.

A student who uses a waiver for an unacceptable course will be required to reimburse the University for the waived tuition amount.

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\*Reviewed by Graduate Council on 2/18/97.

## MASTER OF ARTS (MA) LANGUAGE REQUIREMENT

Fulfillment of the second language requirement for the Master of Arts degree should meet the same criteria as other degree requirements:

- (1) Coursework cannot be used for two degrees. Language courses used for a BA degree cannot be used for the MA language requirement.
- (2) Coursework goes out-of-date after 8 years, and coursework beyond that limit cannot be used to meet the MA language requirement.
- (3) Any course in which a grade below C was received is not acceptable for the MA language requirement.
- (4) Work or life experience cannot be used to fulfill degree requirements. Coursework or approved evaluation procedures are necessary to meet the language requirement.

Based on the above criteria, the following statement will replace the current statement under "**Master of Arts**" on page 31 of the *1995-1997 Graduate Catalog*.

**Master of Arts.** Requirements for the Master of Arts (MA) degree (except in the Art Department) include two years (approximately 25 quarter credits or 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 8 years old.

Approved Testing Procedures (effective for students who matriculate Spring 1997 and thereafter)

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. Be tested at USU or at the BYU Testing Center and, be certified for language equivalency for 15 or more semester (25 or more quarter) credits. Contact the USU Department of Languages and Philosophy for information on languages for which tests are available at USU and BYU and arrangements for testing.
3. Arrange testing at another approved University center or testing agency.
4. For an international student, (a) certification of English competency through either a TOEFL score  $\geq 550$ , the IELI English Proficiency Test, or completion of IELI courses, and (b) certification of a second language through 1; 2, or 3 above.

## GRADUATE DEGREE CULMINATING EXPERIENCE

The Graduate Council reaffirms that each graduate degree should have a culminating research, creative, or integrative experience, with faculty evaluation. For doctoral degrees, the culminating experience is the dissertation and its defense; for Plan A master's degrees, the thesis and defense; for Plan B master's, the paper and defense. For other master's programs, culminating experiences may include a final defense in which the student is examined on the integration and application of coursework, a report (for example, of an internship) that is defended, or a capstone course for which an integrative or application paper is prepared and evaluated.

