



Structuring Program Information to Appear in the Graduate Catalog

The Graduate Catalog is a crucial information source referred to by students, faculty, the Graduate School, and accrediting bodies to gain information and guidance related to graduate programs at Idaho State University. It is imperative that the Graduate Catalog reflect accurate information about the scope and sequence of a degree program, the curriculum offered, program prerequisites and completion requirements, expected student outcomes (Student Learning Outcomes), background information on the nature of the program and how it aligns with preparatory undergraduate program experience, and information on how it prepares students for further study or professional careers. The below template exists to assist programs as they seek to create the Graduate Catalog entry for their program. Required elements for every program entry are in bold. Programs have latitude to add additional information to their “Program Description” section other than what appears below. Information appearing in the Program Description section does not need to be approved by Graduate Council (although the Council is authorized to require changes, if necessary). Information appearing in all other sections is subject to Graduate Council review, and changes to these sections will be approved as part of the curriculum or program requirements revision process using the appropriate form found on the Graduate School website (<https://www.isu.edu/graduate/faculty-and-staff/>).

I. Program Description (Overview)

- a. **Mission** (an overview of the department’s mission – it’s raison d’etre)
- b. **Goals and Outcomes** (should be a reflection of the program’s Student Learning Outcomes, but may include additional information, as well)
- c. **Preparation and Expectations (Should identify the relationship between undergraduate expectations and graduate expectations, and outline how learning will advance as students complete the program’s degree requirements).**
- d. Other sections can be added as needed and as appropriate to the nature of this section. Examples might include specialized accreditation information, location/curriculum delivery information;

II. Program Requirements

- a. **Admission Requirements** (This should clearly delineate all admission



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requirements for students applying to the program. If prerequisites or other foundational coursework is expected of students before beginning the General Requirements for the degree, it should be mentioned here.)

- b. **General Requirements** (This section should include the scope and sequence of the degree. It should include the total number of credits required, any expectations related to the level of the courses taken (if applicable), required courses, electives, and applicable additional requirements. These additional requirements may include (but are not limited to): language proficiency; options or emphases within the degree; thesis, project, capstone or dissertation requirements; assessment or defense information; clinical experiences or residency requirements; coursework limitations; research requirements; study abroad requirements; international student admission requirements (if applicable); waiver or substitution information; time requirements (if different from the university standard); suggested schedules/timelines; etc.
- c. **Courses** (This should be an accurate list of all courses offered by the department. If a course has not been offered in more than 5 years, the department should consider removing the course from the catalog).

If you have any additional information or wish to have clarification on any of the above, please contact the Graduate School.