

2014-2016 Catalog

2014-2016 Catalog

- effective Summer 2014
- published August 2014

This University of Northern Iowa catalog is a two-year publication. It contains general information regarding fees, related policies and procedures, and curriculum requirements.

Every effort has been made to make this information accurate as of the date of publication; however, all policies, procedures, fees and charges are subject to change at any time by appropriate action of the faculty, the university administration, or the Board of Regents, State of Iowa.

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Academic Calendar 2014-2016

Summer Session, 2014

May 12	Mon., instruction begins, 7:30 a.m.
May 26	Mon., legal holiday (Memorial Day)
July 4	Fri., legal holiday observed
August 1	Fri., summer session ends, 10:00 p.m.

(May session - 4 weeks)

May 12	Mon., instruction begins, 7:30 a.m.
June 6	Fri., May session ends, 10:00 p.m.

(May/mid-June session - 6 weeks)

May 12	Mon., instruction begins, 7:30 a.m.
June 20	Fri., May/mid-June session ends, 10:00 p.m.

(June session - 4 weeks)

June 9	Mon., instruction begins, 7:30 a.m.
July 3	Thurs., June session ends, 10:00 p.m.

(June/July session - 8 weeks)

June 9	Mon., instruction begins, 7:30 a.m.
August 1	Fri., June/July session ends, 10:00 p.m.

(mid-June/July session - 6 weeks)

June 23	Mon., instruction begins, 7:30 a.m.
August 1	Fri., mid-June/July session ends, 10:00 p.m.

(July session - 4 weeks)

July 7	Mon., instruction begins, 7:30 a.m.
August 1	Fri., July session ends, 10:00 p.m.

Fall Semester, 2014

August 22	Fri., registration, 9:00 a.m.-4:00 p.m.
August 25	Mon., instruction begins, 8:00 a.m.
September 1	Mon., legal holiday (Labor Day)
October 17	Fri., first half semester ends, 10:00 p.m.
October 20	Mon., second half semester begins, 8:00 a.m.
November 24-28	Mon.-Fri., Thanksgiving break
December 1	Mon., instruction resumes, 8:00 a.m.
December 15-19	Mon.-Fri., final examinations
December 19	Fri., semester ends, 10:00 p.m.
December 20	Sat., commencement

Spring Semester, 2015

January 9	Fri., registration, 9:00 a.m.-4:00 p.m.
January 12	Mon., instruction begins, 8:00 a.m.
January 19	Mon., university holiday (Martin Luther King's birthday observed)

March 6	Fri., first half semester ends, 10:00 p.m.
March 9	Mon., second half semester begins, 8:00 a.m.
March 16-20	Mon.-Fri., spring break
March 23	Mon., instruction resumes, 8:00 a.m.
May 4-8	Mon.-Fri., final examinations
May 8	Fri., semester ends, 10:00 p.m.
May 9	Sat., commencement

Summer Session, 2015

May 11	Mon., instruction begins, 7:30 a.m.
May 25	Mon., legal holiday (Memorial Day)
July 3	Fri., legal holiday observed
July 31	Fri., summer session ends, 10:00 p.m.

(May/June/July session - 12 weeks)

May 11	Mon., Instruction begins, 7:30 a.m.
July 31	Fri., May/June/July session ends, 10:00 p.m.

(May session - 4 weeks)

May 11	Mon., instruction begins, 7:30 a.m.
June 5	Fri., May session ends, 10:00 p.m.

(May/mid-June session - 6 weeks)

May 11	Mon., instruction begins, 7:30 a.m.
June 19	Fri., May/mid-June session ends, 10:00 p.m.

(June session - 4 weeks)

June 8	Mon., instruction begins, 7:30 a.m.
July 2	Thurs., June session ends, 10:00 p.m.

(June/July session - 8 weeks)

June 8	Mon., instruction begins, 7:30 a.m.
July 31	Fri., June/July session ends, 10:00 p.m.

(mid-June/July session - 6 weeks)

June 22	Mon., instruction begins, 7:30 a.m.
July 31	Fri., mid-June/July session ends, 10:00 p.m.

(July session - 4 weeks)

July 6	Mon., instruction begins, 7:30 a.m.
July 31	Fri., July session ends, 10:00 p.m.

Fall Semester, 2015

August 21	Fri., registration, 9 a.m.-4 p.m.
August 24	Mon., instruction begins, 8:00 a.m.
September 7	Mon., legal holiday (Labor Day)
October 16	Fri., first half semester ends, 10:00 p.m.
October 19	Mon., second half semester begins, 8:00 p.m.

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November Mon.-Fri., Thanksgiving break
23-27

November 30 Mon., instruction resumes, 8:00 a.m.

December Mon.-Fri., final examinations
14-18

December 18 Fri., semester ends, 10:00 p.m.

December 19 Sat., commencement

Spring Semester, 2016

January 8 Fri., registration, 9:00 a.m.-4 p.m.

January 11 Mon., instruction begins, 8:00 a.m.

January 18 Mon., university holiday (Martin Luther King's birthday observed)

March 4 Fri., first half semester ends, 10:00 p.m.

March 7 Mon., second half semester begins, 8:00 a.m.

March 14-18 Mon.-Fri., spring break

March 21 Mon., instruction resumes, 8:00 a.m.

May 2-6 Mon.-Fri., final examinations

May 6 Fri., semester ends, 10:00 p.m.

May 7 Sat., commencement

Summer Session, 2016

May 9 Mon., instruction begins, 7:30 a.m.

May 30 Mon., legal holiday (Memorial Day)

July 4 Mon., legal holiday observed

July 29 Fri., summer session ends, 10:00 p.m.

(May/June/July session - 12 weeks)

May 9 Mon., Instruction begins, 7:30 a.m.

July 29 Fri., May/June/July session ends, 10:00 p.m.

(May session - 4 weeks)

May 9 Mon., instruction begins, 7:30 a.m.

June 3 Fri., May session ends, 10:00 p.m.

(May/mid-June session - 6 weeks)

May 9 Mon., instruction begins, 7:30 a.m.

June 17 Fri., May/mid-June session ends, 10:00 p.m.

(June session - 4 weeks)

June 6 Mon., instruction begins, 7:30 a.m.

July 1 Fri., June session ends, 10:00 p.m.

(June/July session - 8 weeks)

June 6 Mon., instruction begins, 7:30 a.m.

July 29 Fri., June/July session ends, 10:00 p.m.

(mid-June/July session - 6 weeks)

June 20 Mon., instruction begins, 7:30 a.m.

July 29 Fri., mid-June/July session ends, 10:00 p.m.

(July session - 4 weeks)

July 5 Tues., instruction begins, 7:30 a.m.

July 29 Fri., July session ends, 10:00 p.m.

Fall Semester, 2016

August 19 Fri., registration, 9 a.m.-4 p.m.

August 22 Mon., instruction begins, 8:00 a.m.

September 5 Mon., legal holiday (Labor Day)

October 14 Fri., first half semester ends, 10:00 p.m.

October 17 Mon., second half semester begins, 8:00 a.m.

November Mon.-Fri., Thanksgiving break
21-25

November 28 Mon., instruction resumes, 8:00 a.m.

December Mon.-Fri., final examinations
12-16

December 16 Fri., semester ends, 10:00 p.m.

December 17 Sat., commencement

General Information

This catalog is published for students and other persons who want to know more about the University of Northern Iowa. Its purpose is to communicate as objectively and completely as possible what the university is and what it does. The catalog is presented in sections to give a general view of the university as well as the detailed information required for informed decision making. Further information can be obtained on the university's homepage www.uni.edu.

The University and Its Programs

History

The university was established in 1876 by enactment of the Iowa General Assembly, and opened on September 6, 1876, as the Iowa State Normal School - "a school for the special instruction and training of teachers for the common schools of the state." The university offers a broad curriculum at both the undergraduate and graduate levels. Four conventional baccalaureate degrees are offered:

- the Bachelor of Arts,
- the Bachelor of Fine Arts,
- the Bachelor of Music, and
- the Bachelor of Science.

Also available is the Bachelor of Liberal Studies, an external degree offered in cooperation with the University of Iowa and Iowa State University.

On the graduate level, twelve degrees are offered:

- the Master of Accounting,
- the Master of Arts,
- the Master of Arts in Education,
- the Master of Business Administration,
- the Master of Music,
- the Master of Public Policy,
- the Master of Science,
- the Master of Social Work,
- the Professional Science Master's,
- the sixth-year Specialist in Education degree,
- the Doctor of Education degree, and
- the Doctor of Technology degree.

The University of Northern Iowa has grown from its 1876 original campus site of 40 acres with one building - Central Hall, which originally housed orphaned children of Civil War soldiers - until it now embraces 57 principal buildings on a campus of 910 acres, with a full-time faculty of approximately 650 and a total enrollment of approximately 13,000. In addition to its physical growth, the university continues to support programs that reach into the wider community, including the UNI Center for Urban Education (UNI-CUE), which

is located in the heart of the urban area of Waterloo, Iowa. The internationally-known *North American Review*, which was established in 1815 in Boston and is the oldest periodical in the United States, is now published under the auspices of the University of Northern Iowa.

Location

The university is located in Cedar Falls, Iowa, which has a population of approximately 35,000, with the Cedar Falls-Waterloo greater metropolitan area having a population of more than 110,000. Together with the University of Iowa and Iowa State University, the University of Northern Iowa is governed by the Board of Regents, State of Iowa.

Mission

Established as the Iowa State Normal School, the institution was renamed the Iowa State Teachers College in 1909 and under this title attained a national reputation and status as a leading institution in the field of teacher education. By enactment of the Iowa General Assembly on July 5, 1961, the name of the college was changed to the State College of Iowa and degree programs were added for those not planning to teach. The change to the University of Northern Iowa was effected on July 1, 1967, following enactment by the Iowa General Assembly on the recommendation of the Board of Regents, State of Iowa. Its current statement of mission was approved by the Board of Regents, State of Iowa:

The University of Northern Iowa is a comprehensive institution dedicated to providing a personalized learning environment, founded on a strong liberal arts curriculum. It is committed to being an intellectually and culturally diverse community. The University focuses both on undergraduate education, and on selected master's, doctoral and other graduate programs. It is characterized by excellence in three areas: teaching and learning; research, scholarship, and creative work; and service. Through its varied endeavors, UNI shares its expertise with, and provides service to, individuals, communities and organizations throughout the state, the nation and the world.

Memberships and Accreditation

The University of Northern Iowa is a member of the American Association of State Colleges and Universities (AASCU), the American Association of Colleges for Teacher Education (AACTE), and the Council of Graduate Schools in the United States. The university is accredited through the doctoral degree (Doctorate of Education and Doctorate of Technology) by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools (NCA);

The Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, IL, 60602-2504
telephone 312-263-0456

The programs of the university are accredited by the following professional accrediting agencies: the Association to Advance Collegiate Schools of Business (AACSB - International), the Council for Accreditation of Counseling and Related Educational Programs, the National Association of Schools of Music, the Council on

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Social Work Education, the American Speech-Language-Hearing Association, the Association of Technology Management and Applied Engineering Board of Accreditation, Accreditation Board for Engineering and Technology, Inc., Foundry Education Foundation, Accrediting Council for Collegiate Graphic Communication, National Association of Schools of Theatre, the National Recreation and Park Association Council on Accreditation, and the National Association of School Psychologists. Programs are also approved by the Iowa State Department of Education, the National University Extension Association, and the American Chemical Society. In addition, the University Museum is accredited by the American Association of Museums.

The B.A. in Athletic Training major is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The B.A. in Family Services major is an approved program for educating Certified Family Life Educators by the National Council on Family Relations.

The Master of Social Work (M.S.W.) program is accredited by the Council on Social Work Education.

The Council for Accreditation of Counseling and Related Educational Programs (CACREP), a specialized accrediting body recognized by the Council on Postsecondary Accreditation (COPA), has conferred accreditation to the following M.A. Counseling program areas in the School of Applied Human Sciences at the University of Northern Iowa: Clinical Mental Health Counseling and School Counseling.

UNI is committed to the assessment of student learning for the ongoing improvement of curriculum, programs, and services offered by the university and for accreditation processes. Assessment of academic programs is managed through the cycle of Academic Program Review, which includes both internal and external review processes. In addition to Academic Program Review, other assessment activities and the collection of data related to student learning outcomes are managed through the resources and leadership of the Office of Academic Assessment (www.uni.edu/assessment) and the Office of Institutional Research (www.ir.uni.edu).

Academic Structure

College of Business Administration

business.uni.edu

The College of Business Administration delivers an engaging education in a vibrant, supportive environment to students from Iowa and around the world. (For more, see business.uni.edu)

Our educational intent is to develop graduates who are ready to build rewarding careers and lead fulfilling lives. Our students graduate with a distinct advantage. They offer the unique blend of qualities every employer seeks:

- Cutting-edge business knowledge to confront the complexities of the global economy effectively and ethically,
- exceptional professional skills to contribute immediately and confidently,
- and strong work values to meet the highest organizational expectations.

Students learn from faculty with advanced degrees and practical experience and who are fully committed to great teaching. Our scholarship support for study abroad opportunities allows students to further develop their global perspectives while continuing to progress toward their degree. Our Professional Readiness Program prepares students to hit the ground running in the workplace after graduation. It teaches them to navigate organizational dynamics, write clearly and concisely, speak with confidence, and develop a career vision and strategy – skills that might not be developed through a traditional business education. And many UNIBusiness courses and programs reinforce the strong work values students bring from home.

The College of Business Administration houses five departments:

- Accounting
- Economics
- Finance
- Management
- Marketing

The Bachelor of Arts (B.A.) degree is offered by all five departments. Teaching licensure covers accounting, business communication, business law, economics, entrepreneurship, finance, general business, information technology, management and marketing. All teaching programs are offered through the Management Department. In addition to its undergraduate programs, the college offers graduate programs leading to the Master of Business Administration (M.B.A.) degree and the Master of Accounting (MAcc) degree. Finally, the College of Business Administration serves other disciplines in the university through numerous professional courses. All programs are accredited by the Association to Advance Collegiate Schools of Business (AACSB - International).

While providing a first-class professional education is our major concern, we maintain a strong commitment to student preparation in the arts and sciences. Students are counseled to seek a broad educational experience, particularly at the undergraduate level, and to utilize the full resources of the university in their preparation for happy and productive lives.

The College of Business Administration is the academic unit responsible for providing degree programs in business and management. Degree programs offered by other colleges may not include more than 25% of the degree requirements in College of Business Administration course work, excluding Economics. In addition, non-business majors may not enroll in more than 30 hours from the College of Business Administration [ECON 1041 (920:053) and ECON 1051 (920:054) excluded from the total] and may not complete more than one College of Business Administration minor (Economics excluded).

To graduate with a major in Accounting, Business Teaching, Finance, Economics: Business Economics, Management, Management Information Systems, or Marketing from the College of Business Administration, a student must earn at least 50 percent of the business credit hours required for the major from UNI. Students must also complete at least 50 percent of the course work required for the degree outside the College of Business Administration.

College of Education

www.uni.edu/coe

The College of Education includes six instructional units. Programs offered in this college lead to the degrees of Bachelor of Arts (B.A.), Master of Arts (M.A.), Master of Arts in Education (M.A.E.), Master of Science (M.S.), Specialist in Education (Ed.S.), and Doctor of Education (Ed.D.).

The various units which comprise the college are described below:

Curriculum and Instruction

Undergraduate majors in early childhood education, elementary education, middle level education; undergraduate minors in literacy education, social studies, and educational technology; Iowa teaching endorsements in school library studies, and education of the gifted. Graduate degree programs leading to a master's degree are offered in elementary education, early childhood education, instructional technology, literacy education, and school library studies, as well as a doctoral intensive study area in curriculum and instruction. For further information, visit the website www.uni.edu/coe/ci.

Educational Leadership and Postsecondary Education

The Department of Educational Leadership and Postsecondary Education offers the following graduate programs and program certificates: M.A.E. Principalship; M.A. Postsecondary Education: Student Affairs; Doctor of Education Educational Leadership intensive study area; and program certificates in Principalship and Superintendency Preparation. Specific requirements for these graduate programs and program certificates are listed within this Department of Educational Leadership and Postsecondary Education section of this catalog. There are no undergraduate majors or minors in the Department of Educational Leadership and Postsecondary Education. For further information, visit the website at www.uni.edu/coe/elpe.

Educational Psychology and Foundations

Educational psychology, human development, research and evaluation, school psychology, and social foundations of education. The department is responsible for courses required of all prospective teachers and provides core courses for many graduate programs. In addition, the department has two graduate degree programs at the master's level and one graduate specialist degree program. The M.A.E in Educational Psychology: Professional Development for Teachers is specially designed to fulfill the professional development needs of experienced teachers. The University of Northern Iowa School Psychology Program is a fulltime program which consists of two degrees: a Master of Arts in Education (M.A.E.) degree and an Educational Specialist (Ed.S.) degree, both of which follow a scientist practitioner model. The program has been designed in alignment with the training standards of the National Association of School Psychologists (NASP) and has been fully approved by NASP since 1995. For further information, visit the website www.uni.edu/coe/epf.

School of Health, Physical Education, and Leisure Services

Graduate and undergraduate majors in athletic training; health promotion; leisure, youth and human services; physical education teaching; and movement and exercise science. The school also offers minors and/or program certificates in coaching, environmental health, global health, health education teaching, health promotion, leisure, youth and human services, outdoor recreation, physical education teaching, school age care leadership, and tourism. The

school operates multiple laboratory, performance studios, and outreach programs including: athletic training laboratory, biomechanics laboratory, *Camp Adventure™ Youth Services*, computer instructional laboratory, Kindergym, exercise physiology laboratory, Global Health Corps, National Program for Playground Safety, Iowa Center on Health Disparities, Nutriactive Experience: Healthy Lifestyles for Young Children, Project PLAY (Preschool Lessons for Active Youngsters), Program for Recreation Research and Service, Project HAL (Healthy Active Lifestyles), psychomotor behavior laboratory, rhythm and movement studio, Recycling and Reuse Technology Transfer Center, student computer center, Sustainable Tourism and Environment Program, wellness resources laboratory, World Leisure Secretariat, and the Youth Fitness and Obesity Institute. The school is endorsed by several accrediting bodies and organizing networks including the Nonprofit Leadership Alliance, Commission on Accreditation of Allied Health Education Systems (CAAHE), and the National Recreation and Parks Association Council on Accreditation. Information on the school may be found at the website www.uni.edu/coe/departments/school-health-physical-education-leisure-services.

Special Education

Graduate endorsements and undergraduate minors in Instructional Strategist I, Instructional Strategist II, Early Childhood Special Education, and Visual Impairments. Graduate programs emphasize Field Specialization, Special Education Consultant, and Career/Vocational Programming and Transition. All programs emphasize field-based experiences and applied research. For further information, visit the website at www.uni.edu/coe/specialed.

Teaching

The Department of Teaching includes the Office of Student Field Experiences. The Office of Student Field Experiences is responsible for administering the student teaching component and other field experiences of UNI's undergraduate teacher education program. A statewide network of cooperating school centers offers a variety of student teaching and field experience sites in urban, suburban, and rural school systems. Out-of-state and international student teaching placements can be requested through the out-of-state/international center.

The Department of Teaching - Office of Student Field Experiences is staffed with a coordinator of student teaching and a coordinator of student field experiences who are members of the UNI faculty and responsible for administering the student teaching and field experiences programs.

Since its establishment in 1876 as the Iowa State Normal School, the University of Northern Iowa has maintained its affirmed commitment to the support of excellence in teacher education. This commitment was recognized by the Iowa General Assembly in 1967 when the function of the university was redefined to include as its primary responsibility the preparation of ". . . teachers and other educational personnel for schools, colleges, and universities . . ." It is also acknowledged by the university in organizing and defining teacher education as an all-university function.

The College of Education, however, has a particular responsibility for teacher education. The most widespread influence on teacher education is that all students seeking licensure take professional preparation in the College of Education. For undergraduate students this professional preparation consists of a required professional

General Information

education core common to all teaching majors and a culminating student teaching experience in diverse settings.

The college is involved in continuing education, working closely with school and non-school personnel throughout the state on curriculum projects, surveys, and other activities, as well as sponsoring conferences and offering classes, institutes, and workshops both on and off campus. These activities illustrate the college's commitment to service, but the college also recognizes the critical importance of such involvement for ensuring the vitality and relevance of its graduate and undergraduate programs.

Department faculty within the College of Education are engaged in writing and research activities along with their classroom instruction.

College of Humanities, Arts and Sciences

www.uni.edu/chas

The mission of the College of Humanities, Arts and Sciences is to provide a quality education that will prepare students to live and work in an increasingly global and diverse world. In support of this mission, the college is committed to an emphasis on quality teaching in undergraduate liberal arts; well-focused graduate programs, research and technology transfer; and distinguished service to our community, state, profession, and society. The college's instructional excellence is achieved by maintaining a stimulating educational environment that encourages close faculty-student interactions, scholarly research, creative scholarship, and professional service.

CHAS, which offers a diverse and exciting array of coursework, is comprised of 14 departments:

- Art
- Biology
- Chemistry and Biochemistry
- Communication Sciences and Disorders
- Communication Studies
- Computer Science
- Earth Science
- Languages and Literatures
- Mathematics
- School of Music
- Philosophy and World Religions
- Physics
- Technology
- Theatre

Three interdisciplinary programs are also part of the college: Women's and Gender Studies, a graduate program for which CHAS shares responsibility with the College of Social and Behavioral Sciences; the undergraduate Humanities program; and Science Education, which offers undergraduate and graduate programs.

Undergraduate degrees offered by CHAS include the Bachelor of Arts (B.A.), B.A.-Teaching, Bachelor of Fine Arts (B.F.A.), Bachelor of Music (B.M.), B.M.-Teaching, and Bachelor of Science (B.S.). Graduate degrees available are the Master of Arts (M.A.), Master

of Science (M.S.), Master of Music (M.M.), Professional Science Master's (P.S.M.), and Doctor of Technology (D.T.). The doctorate in technology (D.T.) degree is the only doctoral program of its kind in the nation. In addition, the college serves students across campus with an extensive set of liberal arts core, elective, and service courses.

CHAS also sponsors a wide variety of study-abroad programs (Eastern and Western Europe, Russia, Australia, China, Central and South America) as well as activities for university students in all majors, for talented high school students, and for the community at large. Examples of these activities include the art scholarship competition, music and theatre festivals, physics competitions, and forensics competitions.

These activities are in addition to the recitals and ensemble performances of individuals, ensembles, and symphonies in the School of Music, the productions staged by Strayer-Wood Theatre and UNI Lyric Theatre, and the art exhibitions organized by the UNI Gallery of Art.

Career opportunities for CHAS graduates are numerous and diverse, ranging from research scientists, actuaries, teachers, writers, and translators, to professional performers and speech/hearing therapists.

College of Social and Behavioral Sciences

www.uni.edu/csbs

The College of Social and Behavioral Sciences has as its foundation the understanding of individuals, families, groups, and societies in their social, historical, and political relationships. CSBS houses the following divisions:

- Applied Human Sciences, School of
- Geography
- History
- Military Science
- Political Science
- Psychology
- Social Work
- Sociology, Anthropology, and Criminology

CSBS offers a wide variety of bachelor's degrees as well as unique minor and certificate programs, intercollegiate/interdisciplinary programs, and options for the teaching degree required to be a secondary school teacher. Graduate education is an important component of the mission and responsibilities of the college, with many options for master's degrees.

The college is the home of several professional programs as well as significant segments of the university's course offerings in the liberal arts. CSBS is committed to the principle that all UNI students, including those in more applied programs, should receive the benefits of a broad, well-rounded education.

The primary emphasis of the university and the College of Social and Behavioral Sciences is providing high-quality, diverse educational experiences. In addition to regular classroom activities, students receive individualized instruction through field experiences, internship opportunities, individual study projects, and experiential learning.

Students have many opportunities to engage in research and teaching activities with faculty at both the undergraduate and graduate level. The college encourages students to participate in off-campus programs, including study abroad opportunities - many of which are supervised by CSBS faculty.

Career opportunities for graduates exist in a broad range of positions in education, public and social service, commerce, and industry. The practical application of our programs extends to such broader topics as human development and relationships; the needs of families; the structure of societies; human environments; and the history, geography, and politics of our communities and every region in the world.

For additional information about the College of Social and Behavioral Sciences, contact the Dean's office (319-273-2221), visit the college website (www.uni.edu/csbs), or consult the corresponding departmental office.

Division of Continuing Education and Special Programs

www.uni.edu/continuinged

The Division of Continuing Education and Special Programs offers a variety of services that enable the University to meet its legislative charge to provide public services to assist in the cultural, economic and social development of Iowa residents. The division works cooperatively with UNI academic departments and colleges to provide off-campus credit courses, workshops, and distance education courses, including Guided Independent Study (GIS) and both undergraduate and graduate degree programs offered using eLearning, Video Conferencing, and other instructional technologies. Continuing and Distance Education typically offers more than 600 individual course sections annually.

Continuing Education works with UNI academic departments in providing general Continuing Education Units (CEUs). CEUs are the nationally recognized unit for recording participation in non-credit continuing education courses.

For information about distance education programs and courses, or the establishment of such courses, visit:

Continuing Education and Special Programs
8106 Jennings Drive
CEEE Room # 18/20
Cedar Falls, IA 50614-0223
call 319-273-2122 or 1-800-772-1746
e-mail continuinged@uni.edu
visit www.uni.edu/continuinged

Continuing and Distance Education Guided Independent Study

For those who find it inconvenient to attend classes on campus, opportunities to learn and earn university credit are available through the Guided Independent Study program. More than 80 courses are available via this method of delivery. Most are online, some are print-based, and some are available via both mediums. Guided Independent Study courses do not follow the regular semester schedule; students can enroll at any time, work at their own pace, and have up to nine

months to complete the course. Program details are available by contacting:

Continuing and Distance Education Office
located at the Center for Energy and Environmental Education (CEEE Room #16)
8106 Jennings Drive
319-273-2123 or 1-800-772-1746, or
view the information at distance.uni.edu/gis

Distance Education Courses and Degree Programs

Each semester UNI offers a wide variety of courses, workshops, degree programs, and certification programs in different communities throughout Iowa using on-site delivery, Video Conferencing, eLearning and other distance education technologies, and semester-based online courses. A majority of the courses and programs are for graduate students working in K-12 settings who are seeking advanced degrees, an additional endorsement/certification, or recertification hours. Courses and programs are also offered to business and industry employees and other groups who have specific educational needs. Those interested in distance education courses and programs should contact the Continuing and Distance Education Office at the address listed above.

Individual Studies Program

www.uni.edu/continuinged/is

The Individual Studies Program is under the auspices of University Continuing Education and Special Programs. The following program options and course offerings are available through Individual Studies:

- National Student Exchange Program
- Exploratory Seminar: Self-Forming
- Interdisciplinary Readings
- Undergraduate Thesis
- Individual Study Project
- Individual Studies major
- General Studies major
- General Studies for Registered Nurses

National Student Exchange Program

The University of Northern Iowa is affiliated with the National Student Exchange (NSE), a consortium of state colleges and universities throughout the country that arranges for students to study on various campuses as visiting students. The purpose of the exchange is to enable students to get better acquainted with different social and educational patterns in other areas of the United States, the U.S. territories and Canada while paying UNI tuition. NSE encourages students to experience new life and learning styles, learn more about themselves and others, and broaden their educational backgrounds through specialized courses or unique programs which may not be available at UNI. Students may exchange to one of 170+ colleges and universities such as California State University (San Bernadino), University of New Mexico, University of Idaho, University of Georgia, University of South Carolina, and University of New Orleans.

General Information

Students make exchange preparations through the Individual Studies Office. Sophomores with at least a 2.50 grade point average may take part in the program for either a semester or an entire year. Summer exchanges are also possible with some institutions. Financial aid and scholarship recipients should not be adversely affected by participation in the NSE program.

More information about the National Student Exchange is available at:

Individual Studies Office
8106 Jennings Drive (CEEE Room #16)
Cedar Falls, IA 50614-0285
319-273-2504
www.uni.edu/nse

Students initiate applications there under the advisement of the NSE Coordinator. Applications must be submitted in the spring semester prior to the academic year in which an exchange is planned.

Individual Studies Courses

Self-Forming Seminar (INDIVSTU 4192)

This course is a type of group independent study which allows students with a common interest to organize a time for study together with each member of the team often working on part of a larger problem or project. A faculty consultant must agree to evaluate the completed project at the end of the term.

Interdisciplinary Readings (INDIVSTU 4196)

This course allows the student to develop a program of readings on a topic not dealt with in the university's regular course offerings. The reading list and the number of credit hours must be approved by a faculty member specifically chosen to supervise and aid the student in her/his work.

Undergraduate Thesis (INDIVSTU 4197)

The writing of a thesis is required of all Individual Studies majors. This six-credit project may take the form of a research paper, creative work, or application of knowledge gained from an internship or work-related experience. The thesis topic must be approved by the faculty advisor. Copies of Undergraduate Thesis Guidelines are available in the Individual Studies Office.

Individual Study Project (INDIVSTU 4198)

This course is an opportunity for research, creative work, or experience-oriented study in areas not usually covered by the university curriculum. The form of the project and the number of credit hours assigned to the project (usually 1-3) are worked out between the student and the faculty consultant selected.

Registration Procedures

All Individual Studies courses are listed in the semester schedule of classes and may be found by referring to the course offerings. In addition to listing the Individual Studies course on the registration form, the filing of a prospectus is required. The prospectus is a written contract between student and faculty consultant which states what will be done, how it will be done, and what constitutes a completed project. The prospectus must be signed by the consultant and turned in during the second week of classes. Copies of Guidelines for Independent Study are available in the Individual Studies Office. This handout

answers many questions about the policies and procedures to be followed by students enrolled in Individual Studies courses.

Office of International Programs

www.uni.edu/internationalprograms

The Office of International Programs (OIP) oversees the Culture and Intensive English Program, the International Students and Scholars Office, and the Study Abroad Center. OIP promotes the internationalization of UNI including: faculty, staff, and student mobility; academic cooperation and curriculum development; research collaborations and funding; the provision of culture and intensive English programs; the facilitation of international visitors to campus; the delivery of visa services for faculty and staff traveling on UNI business, and students traveling on university programs; and the development of international distance education, consultancy, and business opportunities. OIP is responsible for all international agreements involving UNI, for the safety of students traveling internationally on university activities, works with local organizations that engage internationally when that engagement is in UNI's interests, and serves as a liaison for international outreach activities to foreign governments, universities, and organizations.

For further information, contact:

Office of International Programs
113 Maucker Union
University of Northern Iowa
Cedar Falls, IA 50614-0164
Call 319-273-6807
Fax 319-273-6103
E-mail: oip@uni.edu

Culture and Intensive English Program

72 Baker Hall
University of Northern Iowa
Cedar Falls, IA 50614-0511
Call: 319-273-2182
Fax: 319-273-3333
E-mail: ciep@uni.edu

International Students and Scholars Office

113 Maucker Union
University of Northern Iowa
Cedar Falls, IA 50614-0164
Call: 319-273-6421
Fax: 319-273-6103
E-mail: international.services@uni.edu

Study Abroad Center

28 Gilchrist Hall
University of Northern Iowa
Cedar Falls, IA 50614-0520
Call: 319-273-7078
Fax: 319-273-2921
E-mail: study-abroad@uni.edu

Other Educational Opportunities

Army Reserve Officers' Training Corps (ROTC) Program

Army ROTC offers scholarship opportunities during college, but the real benefits begin when you graduate and are commissioned as a Second Lieutenant. ROTC opens up opportunities for positions of responsibility while teaching you valuable leadership and management skills impressive to the top employers in business and industry. ROTC also helps you grow individually, improve self-confidence, discover your capabilities, and perform to your full potential. For further information see www.uni.edu/rotc.

Community College Partnerships

Several statewide partnerships exist. The A.A. degree from all Iowa community colleges fulfills the majority of the Liberal Arts requirements at UNI. The reverse transfer agreement allows students to

complete their A.A. degree after transferring by using UNI courses to complete the A.A. degree. The Admissions Partnership Program provides students enrolled at the community college an adviser from UNI to help plan a course of study at the community college. In addition, other partnerships, also known as articulation agreements, have been developed between UNI and all Iowa community colleges for particular UNI baccalaureate degree programs. These agreements show specific courses that need to be taken at each school to complete a program. If available, an articulation agreement typically results in the quickest route to graduation for a transfer student.

Additionally, UNI has developed a 2+2 program. Students in this program earn an A.A. degree from a community college or have completed a similar set of courses at another institution and the UNI portion of a 2+2 program is offered at the community college for students who are place bound or career changing. These include B.A. degrees in elementary education teaching and early childhood education endorsement. Called a 2+2 program, the time to complete a degree may take more than four years depending on individual circumstances.

For more information contact:

UNI Office of Admissions
Cedar Falls, IA
phone 319-273-2281

Iowa Lakeside Laboratory

Iowa Lakeside Laboratory is a field station run cooperatively by the University of Northern Iowa, the University of Iowa, Iowa State University, and Drake University through the Board of Regents, State of Iowa.

The laboratory was established in 1909 for the conservation and study of the rich flora and fauna of northwest Iowa, especially those of the Iowa Great Lakes region with its numerous lakes, wetlands, and prairies. Its campus is located on approximately 140 acres of restored prairie, wetland, and gallery forest along the west shore of West Okoboji Lake. Lakeside's mission is to provide undergraduate and graduate students an opportunity to get hands-on experience working with a variety of natural and human environments through its field-oriented summer courses and to provide research facilities and support

for graduate students and faculty working on research projects in northwestern Iowa.

Each summer, Iowa Lakeside Laboratory offers students a unique educational experience: small, full-immersion, field-oriented courses in the natural sciences (archaeology, art, biology, ecology, environmental science, hydrology, evolution, geology, soils, taxonomy). All courses meet all day from Monday through Friday. The majority of courses run for either 3 or 4 weeks. Enrollments in most courses are limited to 8-10 students. Courses are taught at the undergraduate (sophomore and junior) and the senior/graduate level. Students obtain one credit for each week (40 hours) in class. One- and two-week courses are also available, including courses designed especially for teachers. Weather permitting, students normally spend at least part of each day doing field work, either as part of their class work or working on individual or group projects. Because there are courses offered only alternate summers, the Iowa Lakeside Laboratory Web site or the University of Northern Iowa Summer Session Schedule of Classes should be consulted for the list of courses being offered in a given summer session. The Iowa Lakeside Laboratory website also contains additional information about the laboratory and about each course being offered.

Research projects by undergraduates, graduate students, and faculty can be done either on the campus or at many nearby natural areas. Undergraduate and graduate students are strongly encouraged to do independent projects at Lakeside, and graduate students are welcome to use it as a base for their thesis and dissertation research. Laboratory space and other facilities are available for long-term or short-term research projects.

Teaching and research facilities include eight laboratory buildings, a library, and a lecture hall. Living accommodations include cottages, and motel-style units. All students are encouraged to stay at Lakeside while they are taking courses to take full advantage of its educational, professional, and social life.

Further information can be found at the website www.continuetolearn.uiowa.edu/lakesidelab.

Iowa Space Grant Consortium

The Iowa Space Grant Consortium is an organization sponsored by the National Aeronautics and Space Administration (NASA) and comprised of UNI, the other Iowa Regents' universities, and Drake University. The consortium is committed to establishing a national network of universities interested in space-related fields; encouraging cooperation among industry, governments, and universities in technical career programs; organizing educational programs, and research involving scientists from different areas; and recruiting and training professionals - especially women and minorities - for careers in aerospace technology and related fields, thereby promoting a strong math and science education base from kindergarten through college. Through a program of scholarships and fellowships, the consortium provides undergraduate and graduate students with opportunities to pursue interdisciplinary research in space-related fields. For further information visit www.ia.spacegrant.org.

Regents' Universities Student Exchange Program

University of Northern Iowa students may take courses at either of the other two Regents' Universities (Iowa State University or University of Iowa) for UNI resident credit. Students in good standing at any of

General Information

the three Regents' Universities may attend another Regents' university for a maximum of two semesters. Approval for participation and credit in the exchange program must be obtained well in advance since the department head must approve the acceptance of such credits if these are to apply to the major, and to insure adequate time for processing of the application. Detailed information and application forms for the exchange program are available from the Office of the Registrar, UNI.

Evening and Saturday Classes

A variety of university courses are scheduled for evening hours and occasionally for Saturday morning, and include courses for both undergraduate and graduate students.

Students who plan to enroll for Saturday and/or evening classes only are encouraged to self-register online from a convenient location. Semester schedule of classes are available on-line, generally in March for the summer and fall semester and in November for the spring semester. Specific instructions for registration by mail are contained in the schedule of classes.

Specific information for each semester's registration is available at the Office of the Registrar or on the Web site www.uni.edu/registrar.

Washington Center Internships and Seminars

The University of Northern Iowa is affiliated with The Washington Center, a nonprofit educational agency, which offers internships and seminar programs for graduate and undergraduate students in all majors. Any student may participate in two- or three-week seminars addressing topics such as leadership, the law and society, and domestic or foreign policy. Juniors, seniors, and recent graduates may go to Washington for a one-semester internship. Academic credit from UNI may be earned for the internships and seminars. Information on these programs is available from the Director of Leadership Studies in Room 355, Lang.

Admission Requirements

www.uni.edu/admissions/freshmen/requirements

Admission of Undergraduate Students Directly from High School

Applicants must submit a formal application for admission, together with a \$40 application fee (\$50 for international students), and have their secondary school provide an official transcript of their academic record, including credits and grades, rank in class, and certification of graduation. Applicants must also submit scores from the American College Test (ACT) or the Scholastic Aptitude Test (SAT), or the equivalent. The Test of English as a Foreign Language (TOEFL) is required of international students whose first language is not English. For undergraduate international students the minimum score for full admission is 550 on the paper-based TOEFL or 79 on the Internet-based TOEFL. There are several alternatives to the TOEFL students may submit to prove English proficiency. Students with scores below this may qualify for conditional admission. Applicants may be required to submit additional information or data to support their applications. International applicants (undergraduates and graduates) should consult the website at www.uni.edu/intladm.

1. Admission of undergraduate students directly from high school will be based on the Regent Admission Index (RAI) equation described below. In addition, applicants must meet the minimum high school course requirements.

- A. (2 x ACT composite score) +
- B. (1 x percentile high school rank) +
- C. (20 x high school GPA) +
- D. (5 x number of high school core courses)=

E. Regent Admission Index

Applicants who achieve at least a 245 RAI score and who meet the minimum number of high school courses required will qualify for automatic admission. **Applicants who achieve less than a 245 RAI score may also be admitted; however, the university will review these applications on an individual basis.** After such review, applicants may:

1. be admitted unconditionally;
2. be admitted conditionally; or
3. be denied admission.

For purposes of calculating the RAI, SAT (Critical Reading and Math) scores will be converted to ACT composite equivalents, 99% is the top value for high school rank, 4.00 is the top value for GPA, and the number of high school core courses completed is expressed in terms of years or fractions of years (e.g., one semester equals 0.5 year).

The University of Northern Iowa recognizes that the traditional measures of academic performance do not adequately describe some students' potential for success. Therefore, all interested students are encouraged to apply for admission. Applicants who

believe their academic record is not an accurate reflection of their potential for success may provide a written explanation of their circumstances.

2. **Applicants who are graduates of nonapproved high schools** will be considered for admission in a manner similar to applicants from approved high schools, but additional emphasis will be given to scores obtained on standardized examinations.

3. **Applicants who are not high school graduates**, but whose classes have graduated, may be considered for admission. They will be required to submit all academic data to the extent that it exists and achieve scores on standardized examinations, such as the GED, which will demonstrate that they are adequately prepared for academic study.

4. **Students with superior academic records** may be admitted, on an individual basis, for part-time university study while enrolled in high school or during the summers prior to high school graduation.

5. In rare situations, **exceptional students** may be admitted as full-time or part-time students before completing high school. Early admission is provided to serve persons whose academic achievement and personal and intellectual maturity clearly suggest readiness for collegiate-level study. The university will specify requirements and conditions for early admission.

High School Preparation for Undergraduate Admission

Freshman applicants must complete the minimum high school course requirements as follows:

Subject	Requirement	Explanation
English	4 years	Must include 1 year of composition. May include 1 year of speech, communications and/or journalism.
Mathematics	3 years	Must include equivalent of algebra, geometry, and advanced algebra.
Science	3 years	General science, biology, chemistry, earth science and/or physics. Laboratory experience is highly recommended.
Social Studies	3 years	Anthropology, economics, geography, government, history, psychology, and/or sociology.
Electives	2 years	Additional courses from subject areas identified above are acceptable. May include world language* and/or fine arts.

Optimum recommendations for success are at least four years of mathematics and four years of science.

* Two years of **one** world language in high school with a C- or above in the last term meet the university graduation requirement. The university highly recommends that students fulfill this requirement while in high school.

Students who graduated from high school before 1988 and transfer students who graduated from high school in 1988, and after, who have

Admission Requirements

completed 24 or more semester hours of transferable college credit are exempt from the high school course requirements for admission.

Admission of Undergraduate Students by Transfer from Other Colleges

www.uni.edu/admissions/transfer/requirements

Applicants must submit an application form for admission, together with a \$40 application fee (\$50 for international students), and request that each college they have attended send an official transcript of record to the UNI Office of Admissions. Failure to provide transcripts from all colleges or universities attended may result in denial of the application or dismissal from the university. If less than 24 semester hours of graded transferable college credit will be completed prior to initial enrollment, applicants should also request that their official high school transcript and ACT or SAT scores be sent to the Office of Admissions. Other transfer applicants may be asked to provide high school academic information. The Test of English as a Foreign Language (TOEFL) is required of international students whose first language is not English. For undergraduate international students the minimum score for full admission is 550 on the paper-based TOEFL or 79 on the Internet-based TOEFL. Students with scores below this can qualify for conditional admission. International students transferring from U.S. institutions can have the TOEFL waived if they meet one of the following (A or B):

A. Complete one semester of college level English composition from a regionally accredited U.S. college or university with a minimum grade of B.

B. Complete 30 or more semester hours of transferable credit with required grade point average from a regionally accredited U.S. college or university.

1. **Transfer students** are defined as those with twenty-four (24) semester hours of transferable college credit. Transfer students must have or exceed the following combination of grade point and total graded transferable semester hours for admission to UNI.
 - 1-23 hours, 2.50 GPA
 - 24-41 hours, 2.50 GPA
 - 42-59 hours, 2.25 GPA
 - 60 or more hours, 2.00 GPATransfer applicants who have not maintained the level of academic performance given above may, after a review of their academic and test records, and at the discretion of the admissions officers:
 - i Be admitted unconditionally;
 - ii Be admitted conditionally; or
 - iii Be denied admission.
2. **Admission of students with fewer than 24 semester hours of transferable college credit** will be based on high school academic and standardized test records in addition to review of the college record.
3. **Transfer applicants under disciplinary suspension** will not be considered for admission until information concerning the reason for the suspension has been received from the college

assigning the suspension. Applicants granted admission under these circumstances will be admitted on probation.

4. **Transfer applicants of colleges and universities not regionally accredited** will be considered for admission on an individual basis taking into account all available academic information.

Deadline for admission is the first day of class for any given academic term. Exceptions must be approved by the Director of Admissions.

Transfer Credit Practices

The University of Northern Iowa endorses the Joint Statement on Transfer and Award of Academic Credit approved by the American Council on Education (ACE) and the American Association of Collegiate Registrars and Admission Officers (AACRAO). The current issue of Transfer Credit Practices of Selected Educational Institutions, published by the American Association of Collegiate Registrars and Admissions Officers, and publications of the American Council on Education are examples of references used by the university in determining transfer credit. The acceptance and use of transfer credit are subject to limitations in accordance with existing educational policies of the University of Northern Iowa.

1. **Students from regionally accredited colleges and universities.** Credit earned at regionally accredited colleges and universities is acceptable for transfer, notwithstanding that credit in courses determined by the university to be of a remedial or career, and technical nature, or credit in courses or programs in which the institution granting the credit is not directly involved, may not be accepted, or may be accepted to a limited extent. No more than 65 semester hours of credit earned at two-year colleges can be applied to a bachelor's degree from the University of Northern Iowa.
2. **Students from colleges and universities which have candidate status.** Credit earned at colleges and universities which have become candidates for accreditation by a regional association is acceptable for transfer in a manner similar to that from regionally accredited colleges and universities if the credit is applicable to the bachelor's degree at the University of Northern Iowa. Credit earned at the junior and senior classification from an accredited two-year college which has received approval by a regional accrediting association for change to a four-year college may be accepted by the university.
3. **Students from colleges and universities not regionally accredited.** Credit earned at colleges and universities that are not regionally accredited is not accepted in transfer. When students are admitted from colleges and universities not regionally accredited, the University of Northern Iowa will determine if the student may validate credit by satisfactory academic study in residence, or by examination. The university will specify the amount of transfer credit and the terms of the validation process at the time of admission. In determining the acceptability of transfer credit from private colleges in Iowa which do not have regional accreditation, the Regent Committee on Educational Relations, upon request from such institutions, evaluates the nature and standards of the academic program, faculty, student records, library, and laboratories.
4. **Students from foreign colleges and universities.** Transfer credit from foreign educational institutions may be granted after a determination of the type of institution involved, its recognition

by the educational authorities of the foreign country, and after an evaluation of the content, level and comparability of the study to courses and programs at this university. Credit may be granted in specific courses, but is frequently assigned to general areas of study. Extensive use is made of professional journals and references which describe the educational systems and programs of individual countries.

Admission Requirements for Graduate Students

All applicants for graduate study must submit an Application for Graduate Study specifying their choice of degree program or non-degree admission with a \$50 application fee or \$70 fee for international students and request all necessary official transcripts be sent to the Office of Admissions. *The application fee is waived if you received a degree from the University of Northern Iowa, and transcripts from the University of Northern Iowa need not be requested.* The application review process will be delayed until the application fee is received. Failure to provide official transcripts from all required colleges and universities can result in a denial or rescinding of admission.

Admission to graduate study does not guarantee admission to an advanced degree program. Responsibility for determining eligibility for admission to graduate degree programs rests primarily with the academic departments. The academic departments are responsible for evaluating degree status applications for admission, but the Graduate College has final authority on the admission status of admitted students (admitted unconditionally or provisionally).

A graduate of a college or university accredited by the North Central Association of Colleges and Secondary Schools or a corresponding regional agency, or a graduate of a foreign institution recognized by that country's Ministry of Education, is eligible to be considered for unconditional admission to graduate study. A graduate of a college or university that is not accredited may be granted provisional admission at the discretion of the Dean of the Graduate College.

For further details on graduate admission eligibility and approvals, refer to the Graduate Information section of this university catalog.

Note: *Students with a recognized baccalaureate degree who are seeking a second baccalaureate degree, teaching endorsements or approvals through UNI recommendation, and/or miscellaneous undergraduate course work may be admitted through the undergraduate Office of Admissions. These students pay undergraduate fees and may not take graduate courses unless also admitted to graduate study. See Post-Baccalaureate Undergraduate Study in this university catalog.*

Classification of Residents and Nonresidents for Admission, Tuition, and Fee Purposes

www.uni.edu/registrar/students/current-students/residency-determination

General

A. A person enrolling at one of the three state universities shall be classified as a resident or nonresident for admission, tuition, and fee purposes by the Registrar or someone designated by

the Registrar. The decision shall be based upon information furnished by the student and other relevant information.

B. In determining resident or nonresident classification, the issue is essentially one of why the person is in the state of Iowa. If the person is in the state primarily for educational purposes, that person will be considered a nonresident. For example, it may be possible that an individual could qualify as a resident of Iowa for such purposes as voting, or holding an Iowa driver's license, and not meet the residency requirements as established by the Board of Regents, State of Iowa, for admission, tuition, and fee purposes.

C. The Registrar, or designated person, is authorized to require such written documents, affidavits, verifications, or other evidence deemed necessary to determine why a student is in Iowa. The burden of establishing that a student is in Iowa for other than educational purposes is upon the student.

A student may be required to file any or all of the following:

- A statement from the student describing employment and expected sources of support;
- A statement from the student's employer;
- A statement from the student's parents verifying nonsupport and the fact that the student was not listed as a dependent on tax returns for the past year and will not be so listed in future years;
- A statement from the student's spouse related to sources of family support, length of residence in Iowa, and reasons for being in the state of Iowa.
- Supporting statements from persons who might be familiar with the family situation;
- Iowa state income tax return.

D. Change of classification from non-resident to resident will not be made retroactive beyond the term in which application for resident classification is made.

E. A student who gives incorrect or misleading information to evade payment of nonresident fees shall be subject to serious disciplinary action and must also pay the nonresident fees for each term previously attended.

F. Review Committee. These regulations shall be administered by the Registrar or someone designated by the Registrar. The decision of the Registrar or designated person may be appealed to a University Review Committee. The finding of the Review Committee may be appealed to the Board of Regents, State of Iowa.

Guidelines

The following guidelines are used in determining the resident classification of a student for admission, tuition, and fee purposes.

1. A financially-dependent student whose parents move from Iowa after the student is enrolled remains a resident provided the student maintains continuous enrollment. A financially-dependent student whose parents move from Iowa during the senior year of high school will be considered a resident provided the student has not established domicile in another state.

Admission Requirements

2. In deciding why a person is in the state of Iowa, the person's domicile will be considered. A person who comes to Iowa from another state and enrolls in any institution of post-secondary education for a full program or substantially a full program shall be presumed to have come to Iowa primarily for educational reasons rather than to establish a domicile in Iowa.

3. A student who was a former resident of Iowa may continue to be considered a resident provided absence from the state was for a period of less than twelve months and provided domicile is reestablished. If the absence from the state is for a period exceeding twelve months, a student *may* be considered a resident if evidence can be presented showing that the student has long-term ties to Iowa and reestablishes an Iowa domicile.

A person or the dependent of a person whose domicile is permanently established in Iowa, who has been classified as a resident for admission, tuition, and fee purposes, may continue to be classified as a resident so long as such domicile is maintained, even though circumstances may require extended absence of the person from the state. It is required that a person who claims Iowa domicile while living in another state or country will provide proof of the continual Iowa domicile such as evidence that the person:

- Has not acquired a domicile in another state,
- Has maintained a continuous voting record in Iowa, and
- Has filed regular Iowa resident income tax returns during absence from the state.

4. A student who moves to Iowa may be eligible for resident classification at the next registration following twelve consecutive months in the state provided the student is not enrolled as more than a half-time student (six credits for an undergraduate or professional student, five credits for a graduate student) in any academic year term, is not enrolled for more than four credits in a summer term for any classification, and provides sufficient evidence of the establishment of an Iowa domicile.

5. A student who has been a continuous student and whose parents move to Iowa may become a resident at the beginning of the next term provided the student is dependent upon the parents for a majority of financial assistance.

6. Additional guidelines are used in determining the resident classification of a veteran, qualified military person, and dependent children and spouses of a veteran or qualified military person for purposes of admission and undergraduate tuition and mandatory fees:

- A person who is stationed on active duty at the Rock Island Arsenal as a result of military orders, or the dependent child or spouse of such a person, is entitled to resident status for purposes of undergraduate tuition and mandatory fees. However, if the arrival of the person under orders is subsequent to the beginning of the term in which the dependent child or spouse is first enrolled, nonresident fees will be charged in all cases for the dependent child or spouse until the beginning of the next term in which the dependent child or spouse is enrolled. If the qualified military person is transferred, deployed or restationed while the person's spouse or dependent child is enrolled in an institution of higher education under the control of the Board of Regents, the spouse or dependent child shall continue to be classified as a resident under this subparagraph until the close of the fiscal year in which the spouse or dependent child is enrolled.

- A veteran who is domiciled or moves to the state of Iowa and who is eligible for benefits, or has exhausted benefits under the federal Post-9/11 Veterans Educational Assistance Act of 2008, is entitled to resident status for purposes of undergraduate tuition and mandatory fees. The dependent child or spouse of a veteran who meets these requirements is entitled to resident status for undergraduate tuition. However, if the arrival of the veteran in Iowa is subsequent to the beginning of the term in which the dependent child or spouse is first enrolled, nonresident fees will be charged in all cases for the dependent child or spouse until the beginning of the next term in which the dependent child or spouse is enrolled.

- A person who is moved into the state as the result of military or civil orders from the government for other than educational purposes, or the dependent child or spouse of such a person, is entitled to resident status. However, if the arrival of the person under orders is subsequent to the beginning of the term in which the dependent child or spouse is first enrolled, nonresident fees will be charged in all cases until the beginning of the next term in which the dependent child or spouse is enrolled. Legislation, effective July 1, 1977, requires that military personnel who claim residency in Iowa (home of record) will be required to file Iowa resident income tax returns.

7. A person who has been certified as a refugee or granted asylum by the appropriate agency of the United States who enrolls as a student at a university governed by the Board of Regents, State of Iowa, may be accorded immediate resident status for admission, tuition, and fee purposes where the person:

- Comes directly to the state of Iowa from a refugee facility or port of debarkation, or
- Comes to the state of Iowa within a reasonable time and has not established domicile in another state.

Any refugee or individual granted asylum not meeting these standards will be presumed to be a nonresident for admission, tuition, and fee purposes and thus subject to the usual method of proof of establishment of Iowa residency.

8. An alien who has immigrant status establishes Iowa residency in the same manner as a United States citizen.

9. At the Regent institutions, American Indians who have origins in any of the original people of North America and who maintain a cultural identification through tribal affiliation or community recognition with one or more of the tribes or nations connected historically with the present state of Iowa, including the Iowa, Kickapoo, Menominee, Miami, Missouri, Ojibwa (Chippewa), Omaha, Otoe, Ottawa (Odawa), Potawatomi, Sac and Fox (Sauk, Meskwaki), Sioux, and Winnebago (Ho Chunk), will be assessed Iowa resident tuition and fees.

III. Facts

1. **The following circumstances, *although not necessarily conclusive*, have probative value in support of a claim for resident classification.**
 - a. Reside in Iowa for twelve consecutive months, and be primarily engaged in activities other than those of a full-time student, immediately prior to the beginning of the term for which resident classification is sought.
 - b. Reliance upon Iowa resources for financial support.

- c. Domicile in Iowa of persons legally responsible for the student.
 - d. Former domicile in the state and maintenance of significant connections therein while absent.
 - e. Acceptance of an offer of permanent employment in Iowa.
 - f. Other facts indicating the student's domicile will be considered by the universities in classifying the student.
2. **The following circumstances, standing alone, do not constitute sufficient evidence of domicile to effect classification of a student as a resident under these regulations:**
- a. Voting or registration for voting.
 - b. Employment in any position normally filled by a student.
 - c. The lease of living quarters.
 - d. Admission to a licensed practicing profession in Iowa.
 - e. Automobile registration.
 - f. Public records, for example, birth and marriage records, Iowa driver's license.
 - g. Continuous presence in Iowa during periods when not enrolled in school.
 - h. Ownership of property in Iowa, or the payment of Iowa taxes.

Enrollment and Registration Procedures

Enrollment

Organization by Semesters

The university operates on the semester basis. This means that the work during the academic year is divided into two semesters of approximately sixteen weeks each (15 weeks of instruction and 1 week of final exams). One semester hour of credit is based on one hour of work per week for fifteen weeks.

Summer Sessions

The 2014, 2015, and 2016 summer sessions will include a eight-week session, two six-week sessions, three four-week sessions, and a number of special sessions and workshops of varying lengths. The 2015 and 2016 summer sessions will also include a twelve-week session. For information, write to:

Office of the Registrar
Cedar Falls, IA 50614-0006 or
visit the website at www.uni.edu/registrar.

University Office Hours

The university's principle administrative offices are open from 8:00 a.m.- 5:00 p.m. Monday through Friday during the academic year (from the beginning of the fall semester to spring commencement). During the remainder of the year (the summer months) the offices are open from 7:30 a.m.- 4:30 p.m. Monday through Friday. Specific dates are determined yearly.

Students and their parents are invited to come to the campus to make arrangements for university enrollment. Such visits should be made on Mondays through Fridays to maximize exposure to the university and its services.

Offices are closed for university holidays (New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas).

The university's academic calendar and holidays are subject to approval by the Board of Regents, State of Iowa.

Registration Procedures

New students, both graduate and undergraduate, cannot register for classes until all requirements for admission to the university are met.

After admission requirements are met, new graduate students will register in accordance with the procedures set out in the Schedule of Classes.

After admission requirements are met, new undergraduate students will receive their registration information in connection with the orientation program provided for such students. Further instruction for completing registration will be given during the orientation program.

Former students returning to the university after an absence of a semester or more must file a *notice of intent to register* for the semester or summer session in which they plan to enroll. The notice of intent to register is filed with the Office of the Registrar. Specific

information for each semester's registration procedures is given in the Schedule of Classes for that particular semester; these procedures are available at the Office of the Registrar website www.uni.edu/registrar. The registration system is accessed through MyUNiverse under the Student Center tab. See <http://myuniverse.uni.edu>.

Student Requests

Student requests are used by students to seek appropriate approval(s) for a variety of requests.

Undergraduate student requests are available on-line through MyUNiverse at <http://access.uni.edu/forms/index.shtml> (under Student Request - Undergraduate).

Graduate students submit graduate student requests online through MyUNiverse. For graduate students the link to the student request system is located in the Academics tab, on the MyUNiverse Student Center page, under the category Forms and Requests. Graduate students click on the Student Request (Graduate) link, and follow instructions to write, submit, and review the approval status of all their student requests.

Fees and Financial Aid

Student Costs and Student Fees

All fees and all policies governing the refund of fees are subject to change by the Board of Regents, State of Iowa.

Current information on tuition, fees, and miscellaneous fees for a specific semester can be found at www.uni.edu/tuition.

Students are required to provide their own books. Students may buy their texts from any source. A student organization operates a book exchange at the beginning of each semester. An estimated cost for books, as well as an estimate of other expenses to be considered in a student's personal budget, can be found at www.uni.edu/tuition.

Specific information on residence hall fees may be obtained from Department of Residence, Redeker Center or www.uni.edu/dor.

Fee Payment and Billing

All tuition, mandatory fees, lab fees, contracted campus room and meal plan expenses, and other university related charges are electronically billed directly to the student by the Office of Business Operations, Student Accounts. Charges are billed one semester at a time. New charges and/or adjustments are billed monthly throughout the semester.

An electronic University bill (u-bill) is generated on the 1st of every month and due on the 20th. (If the due date falls on a weekend, the due date is the first business day following.) An email notification is sent to each student's official UNI email address when the bill is available. Paper bills are **not** sent. Students can view their bill, or enroll in a payment plan online at www.uni.edu via MyUniverse on the Student Center tab. Students can allow access to their u-bill by creating a username and password for parents or other third parties. Go to MyUniverse-My Page tab-Third Party Accounts to grant access.

Deferred Payment Plan

The University offers two Deferred Payment Plan Options for tuition, mandatory fees, and contracted room and meal plan charges. These plans allows students to make payments in installments each semester. Plan options:

Option 1 - UNI Self-Service Plan

The UNI Self-Service plan allows students to enroll in a five-month payment plan. All enrolled students are eligible to participate but the student **MUST ENROLL** prior to the first billing due date. To enroll, students need to visit www.uni.edu and log in to MyUniverse-Student Center tab to complete the online payment plan agreement. There is a \$20 deferred billing fee, per semester, that will be assessed to the student's first bill after enrolling in a plan.

Option 2 - Educational Computer Systems, Inc. (ECSI)

Long-term payment plans are also available through Educational Computer Systems, Inc. (ECSI). This option provides students and families the ability to pay tuition on a monthly schedule for 10, 11, or 12 months. To take advantage of this option, visit www.ecsi.net or call 1-866-927-1438 to enroll. There is a \$65 annual enrollment

fee. For the ECSI payment plan schedule, visit www.uni.edu/obo/student_accounts.

Students participating in the ECSI plan make monthly payments, directly to ECSI, beginning as early as May. All payments will be due on the first of every month. Payments not received by the first of the month may be subject to account termination. If a student's account is closed, they are required to pay all university charges directly to UNI.

(Also refer to information on withdrawal refunds and fee reduction.)

Office of Student Financial Aid

The University of Northern Iowa Office of Student Financial Aid administers a comprehensive program of financial assistance for students. The office offers all federal student aid programs as well as a variety of scholarship assistance.

Financial Aid contact information is:

Office of Student Financial Aid

105 Gilchrist
Cedar Falls, IA 50614-0024
Telephone: 319-273-2700
Fax: 319-273-6950
Website: www.uni.edu/finaid

Fall/Spring semester office hours: 8:00 a.m. - 5:00 p.m.

Summer hours: 7:30 a.m. - 4:30 p.m.

Financial Aid Information On the Web

The Financial Aid Award Notification, general information, and requested documents needed by the Office of Student Financial Aid are posted on MyUNiverse at <http://myuniverse.uni.edu>. An e-mail notification is sent to the student's UNI e-mail address when information is needed, and the student is responsible for checking MyUNiverse for details. A postcard reminder is also sent to new UNI students.

A variety of other services and informational materials are also available online, including the Job Board, UNI Scholarship Application, and scholarship directory. Visit www.uni.edu/finaid to explore all financial aid opportunities.

Requirements and Terms for Receiving Financial Aid

Students must complete a Free Application for Federal Student Aid (FAFSA) each year to have eligibility determined for a Pell Grant, Teacher Education Assistance for College and Higher Education (TEACH) Grant, Supplemental Educational Opportunity Grant (SEOG), Perkins Loan, Work Study, or Direct Stafford Loans (subsidized and unsubsidized) and Direct Parent PLUS Loans. All awards are contingent upon availability of federal, state, and institutional funding.

Students must also meet the following criteria to receive financial aid:

Fees and Financial Aid

1. You must be admitted to the University of Northern Iowa and be enrolled in a degree program. Undergraduate students who have already received a bachelor's degree are eligible for financial aid if they are enrolled in a second undergraduate program or in a teacher licensure program. Non-degree students are not eligible for financial aid. If you are enrolled as a non-degree student, and want to receive financial aid, contact your academic department or the Office of the Registrar to determine your degree status.
2. You must be enrolled at least half-time (6 hours per semester for undergraduates and 5 hours per semester for graduates). If you are enrolled less than half-time, you may still be eligible for federal grant aid, but most grants and scholarships require full-time enrollment. Audited courses, guided independent study and Camp Adventure courses do not count towards enrollment for the purpose of receiving financial aid.
3. You must be making satisfactory academic progress (SAP) according to the standards set forth by both the UNI Office of Student Financial Aid and Office of the Registrar.
4. You must report the receipt of any grants, scholarships or loans from all sources. In addition, if you are also enrolled at another institution, you may not receive federal aid at both institutions.
5. You must not have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which you were receiving federal student aid (grants, loans, and/or work-study).
6. You must not be in default on a federal student loan nor owe money on a federal student grant.

Grants Overview

Grants are need-based aid. Due to federal regulation and university policy, the actual amount of grant received is based on the number of credit/hours enrolled in any given semester. Therefore, if a grant has already been disbursed and a student adds or drops classes during the first two weeks of the semester, the grant will be adjusted. After the second week of classes grants do NOT adjust. If you have any questions about how your grant may be affected by adding or dropping a class, please contact the Office of Student Financial Aid.

Pell Grants

These awards help undergraduates pay for their education while working on their first bachelor's degree. Amounts vary based on FAFSA results and enrollment status. A Pell Grant does not have to be repaid.

Supplemental Educational Opportunity Grants (SEOG)

This program targets students receiving a Pell Grant and having exceptional financial need. Awards range up to \$1,000 per academic year. SEOG does not have to be repaid.

TEACH Grant

The Federal TEACH Grant is for students who will be teaching in a low-income school and in a high-need field of study. A student could receive a grant of up to \$4,000 a year for four years as an undergraduate and two years as a graduate. Students are required to teach four out of their first eight years out of college within a low income school district, in a high need field. Failure to fulfill this obligation will result in the grant converting to a Direct Unsubsidized

Loan. Contact the Office of Student Financial Aid for more information on the TEACH Grant.

State Grants

State grants are available for Iowa students who are enrolled at least half-time who demonstrate financial need, as determined on the FAFSA. The grants are awarded based upon an Iowa undergraduate student's expected family contribution. State grant awards may range up to full tuition and fees for those who qualify. The IMAGES grant is also available for Iowa minority students enrolled at least half-time. Awards range from \$200 to \$2,000. In the event that available state funds are insufficient to pay the full amount of each approved grant, the Iowa College Student Aid Commission has the authority to administratively reduce an award.

UNI Tuition Assistance Grants

These institutional grants are need-based, non-repayable gifts, for up to \$1,000. Awarding of this grant depends upon the student's financial need as indicated by the results of their FAFSA.

UNI Tuition Guarantee Program for Iowans

The Tuition Guarantee Program for Iowans is a four year commitment of full tuition and fees provided through a combination of federal, state and institutional grants and scholarships. To initially qualify a student must have an EFC of 1000 or less, be a resident of Iowa, and a new graduate from an Iowa high school.

UNI Tuition Guarantee Program for Multicultural Community College Iowans

Tuition Guarantee Program for Multicultural Community College Iowans is a two-year commitment of full tuition and fees provided through a combination of federal, state and institutional grants and scholarships. Recipients must be an Iowa resident, recipient of AA degree from an Iowa Community College, and have Pell Grant eligibility.

For a complete listing of grants and eligibility criteria visit www.uni.edu/finaid.

Scholarships Overview

The University of Northern Iowa offers scholarships each year to deserving students on the basis of merit and/or achievement. Many scholarships consider financial need, as determined by the Free Application for Federal Student Aid (FAFSA). Scholarship selection is competitive and not all applicants will receive a scholarship. Scholarships require full-time enrollment and a minimum grade point average. Renewal of university scholarships may require any or all of the following: minimum grade point average, financial need, major, and annual completion of the UNI Scholarship Application.

Scholarships for Incoming Students

Some scholarships at the University of Northern Iowa are awarded at the time of admission. Students will be notified of their selection for these awards by the Office of Student Financial Aid. All other scholarships at UNI require the annual completion of the UNI Scholarship Application. This allows students to apply for scholarships available in specific majors and university departments. The deadline for most scholarships is January 15, with the application being available beginning in September. Be sure to check back every

September to begin the application process early for the upcoming school year.

Scholarships for Current Students

The UNI Scholarship Application is an online resource for searching and applying for scholarships at the University of Northern Iowa. Be sure to begin the search and application process early and check carefully for scholarship deadlines. The deadline for most scholarships is January 15, and the application is available between September and April 1.

Scholarships for Graduate Students

Graduate students should check with the Graduate College and their academic department to inquire about and apply for graduate scholarship opportunities.

Reporting Off-Campus Financial Sources

Federal regulations and university policies require that students inform the Office of Student Financial Aid of any outside scholarships received. These are considered financial resources in the calculation of eligibility for need-based aid. Students should report these resources by email to additional.aid@uni.edu, by calling the Office of Student Financial Aid at (319) 273-2700, or by receipt in our office of a letter or check from the donor. Forms are also available during summer orientation for new students. If an adjustment to the financial aid award must be made, in most cases, loans are the first program to be reduced.

Renewal of UNI Scholarships

Renewal of university scholarships may require maintaining any or all of the following: minimum grade point average, financial need, major, Financial Aid Satisfactory Academic Progress, and/or annual completion and submission of the UNI Scholarship Application. Refer to the letter of offer for specific renewal criteria.

Student Employment Overview

The University of Northern Iowa offers many opportunities for students to obtain employment that will not only help pay for everyday expenses, but also provides opportunities for building friendships, mentor relationships and for building a resume. There are two main types of student employment; departmental and work-study.

Departmental Employment

There are more than 4,200 jobs on campus, and approximately 75% of these positions are funded through departmental employment. This type of employment allows departments to hire UNI students and pay their wages with departmental funds. Any UNI student enrolled at least half-time can be employed as a departmental student employee. This type of employment has no bearing on the financial aid award.

Work Study

Work-study is a federal work award that is awarded to students who have high financial need as determined by the FAFSA. Work-study funding is limited, therefore students are encouraged to complete the FAFSA early to increase their chances of consideration for work-study. Students who have been awarded work-study should begin their job search early as many of these positions fill quickly. Students awarded work-study who do not find employment within the first four

weeks of class may potentially have work-study removed from their award.

Student Loan Overview

Students must complete a Free Application for Federal Student Aid (FAFSA) to be eligible for federal student loans. First-time student borrowers at UNI will also need to complete Entrance Counseling and a Master Promissory Note at www.studentloans.gov prior to their loan being disbursed. Students will complete only one promissory note that will be used for all of loans at UNI. A student who borrows under the Direct Loan Program at UNI will be able to borrow under this one MPN up to ten years. If a student borrowed a Direct Loan at UNI in the prior academic year, they would only be required to accept the loans each year on their award notification. All loan proceeds are credited directly to the university bill.

Direct Stafford Loan (Subsidized and Unsubsidized)

The Direct Subsidized Stafford Loan is based on financial need eligibility as determined on the FAFSA. The Direct Unsubsidized Stafford Loan is available to all degree-seeking students. Repayment for each type of loan begins six months after the student ceases to be enrolled at least half-time. Dependent freshmen may borrow up to \$5,500 for an academic year. Dependent sophomores may borrow up to \$6,500 for an academic year. Junior or senior students may borrow up to \$7,500 for an academic year.

Independent students have an additional \$4,000 (freshmen or sophomores) or \$5,000 (junior or seniors) in Direct Unsubsidized Loan eligibility. Dependent undergraduate students may borrow up to \$31,000 in Direct Loans, with independent undergraduate students eligible to borrow up to \$57,500 in Direct Loans.

Graduate students can borrow up to their cost of attendance as determined by UNI or \$20,500, whichever is less, per academic year. The total amount any one student may borrow for a combined undergraduate and graduate program may not exceed \$138,500.

Direct Stafford PLUS Loans for Parents

A parent of a dependent student may be eligible for an amount up to the cost of education less any other Direct Stafford Loan, financial aid, or scholarship money available to the student to use for educational expenses. Interest rates are determined on an annual basis and fixed for the life of loan. Repayment begins within 60 days following the last disbursement of the loan or can be deferred until 6 months following a student being enrolled less than half time. A credit check is required to qualify for the PLUS Loan.

Direct Stafford PLUS Loans for Graduate Students

If loan eligibility still exists for a graduate student following the awarding of their financial aid, including Direct Stafford Loans, they may be eligible for the Direct Stafford PLUS Loans for Graduate Students. Interest rates are determined on an annual basis and fixed for the life of loan. Repayment can begin within 60 days following the last disbursement of the loan or can be deferred until six months following a student being enrolled less than half time. A credit check is required to qualify for the PLUS Loan.

Fees and Financial Aid

Perkins Loan

Perkins Loans awards are based on need and range from \$200 to \$2,000. Interest does not begin to accrue until nine months after the borrower is no longer at least a half-time student. Repayment is made to the university in monthly installments. Deferments are possible if a borrower returns to college at least half-time.

Dropping Classes or Withdrawal from the University

Students may find themselves in a situation where they need to withdraw from one or more classes, or withdraw entirely from the University of Northern Iowa. In these situations, federal regulations may require that the university return a portion or all of the federal student aid that has been disbursed to the student. The amount of federal student aid that is required to be returned will vary depending on the date of withdrawal. When considering dropping one or more classes, or withdrawing from the university, it is important that students visit with a Financial Aid Counselor to discuss your situation. Dropping to less than half-time enrollment or withdrawing from all classes may affect the repayment status of current or previous student loans.

Dropping Classes

The Office of Student Financial Aid monitors semester hours of enrollment for students who are receiving financial aid. Students who drop courses during the first two weeks of classes (but are still enrolled) will have their grants reduced accordingly. Students who drop courses after the first two weeks of the semester (but are still enrolled) will not have their financial aid adjusted.

Withdrawal from Classes

The Office of the Registrar has a tuition refund policy that determines the amount of tuition and fees that will be refunded to a student who withdraws from all classes. The amount is based on the date the student withdraws from the university, and may vary from 0 to 100 percent. Students should check with the Office of the Registrar or the university catalog to determine the amount of tuition and fees refund for which they may be eligible. Room and board refunds are made in accordance with the agreement set out in the Contract for Room and Board. Contact the Department of Residence for more information about room and board refunds.

Students who withdraw from all classes at the university before over 60 percent of the semester has passed are required to return unearned federal student aid in a proportion equal to the time not in attendance. For example, if a student completes 30 percent of the semester, then 30 percent of the federal aid received may be retained and the other 70 percent of federal aid received must be returned in the following order:

- federal loans
- federal grants
- state programs
- UNI grants and scholarships
- outside agencies

Students are notified of any changes to their federal aid resulting from withdrawal, and should check their u-bill after they have withdrawn. Students who withdraw from all classes after 60 percent of the semester has passed will be able to retain all of the federal student aid

that has been disbursed. However, a student's eligibility for financial aid in future semesters may be affected based on Financial Aid Satisfactory Academic Progress requirements. Students should keep in mind that loans that were disbursed must still be repaid according to the terms of the promissory note.

Unofficial Withdrawals

At the end of each semester, the Office of Student Financial Aid reviews the status of students who received all F grades. Course instructors are contacted for assistance in identifying the last date of attendance. If a student stops attending all classes during a semester but fails to officially withdraw, the student will be considered "unofficially withdrawn" and is at risk of having portions of his/her financial aid returned based on the withdrawal percentages outlined above. Financial aid adjustments will be reflected on the University u-bill.

Repeating Coursework and Financial Aid Implications

Federal regulation limits the number of times a student may repeat a course and receive financial aid for that course.

- A student may receive aid when repeating a course that was previously failed regardless of the number of times the course was attempted and failed.
- A student may receive aid to repeat a previously passed course only one additional time.
- This policy applies whether or not the student received aid for earlier enrollments in the course.

Standards of Satisfactory Progress for Financial Aid Eligibility

The University of Northern Iowa has established requirements of Financial Aid Satisfactory Academic Progress (SAP) that all students must meet in order to be eligible for financial aid. The financial aid programs affected include, but are not limited to, all federal, state, and institutional aid including private education loans.

Financial Aid Satisfactory Academic Progress is evaluated yearly at the end of each spring semester for the previous Summer, Fall, and Spring semesters. To maintain eligibility for financial aid, students must meet the following three criteria:

1. **Minimum GPA:** Undergraduate and 2nd BA students must maintain a minimum 2.0 cumulative GPA for coursework taken at UNI. Graduate students must maintain a minimum 3.0 cumulative GPA.
2. **Pace of Progression:** Students must complete 67% of all coursework attempted at UNI. Attempted hours are based on enrollment at the end of the first two weeks of class during a semester. Only grades of A, B, C, D, X, Cr, or P are counted as meeting the required hours. Failed classes, withdrawn classes, and incomplete grades do not count as completed credit hours and will negatively affect the SAP calculation. *Example: A student has attempted 114 credits at UNI. Out of the 114 credits attempted, he has successfully completed a total of 87 credits (76% of the coursework attempted), thus meeting this standard of academic progress.*

3. **Maximum Time to Complete a Degree:** Students who have completed all course and hour requirements to earn a degree will no longer qualify for financial aid. Students completing a double major or minor in conjunction with their first degree will no longer qualify for financial aid once the requirements for the initial degree are met.

Undergraduate students are also required to complete a degree within 12 full-time equivalent semesters (18 three-quarter time semesters or 24 half-time semesters). Second BA and graduate students are required to complete a degree within 6 full-time equivalent semesters (9 three-quarter time semesters or 12 half-time semesters). Transfer credits are counted toward the maximum timeframe to complete the degree. Students cannot receive financial aid for more than one degree at a time.

NOTE: The credit hours from a repeated course are counted as attempted hours every time the course is repeated. Once the course is passed, then the credit hours are counted as both attempted and completed credit hours.

Financial Aid Suspension Status

Financial Aid Satisfactory Academic Progress is reviewed on an annual basis following the conclusion of the Spring semester. Students must meet all three academic requirements (see above) at the time of review or they will be placed on Financial Aid Suspension. Students placed on Financial Aid Suspension MUST appeal to have their aid reinstated for upcoming semesters at UNI. Students who have successfully appealed will be placed on Financial Aid Probation or Financial Aid Academic Plan status, allowing them to receive aid based on conditions set forth by the Office of Student Financial Aid.

Financial Aid Probation Status

Financial Aid Probation is available for a maximum of one semester for students who have successfully appealed to have their aid reinstated. Students on Financial Aid Probation must continue to adhere to the Financial Aid Satisfactory Academic Progress Policy outlined above and any other conditions listed on the Appeal Approval Contract. Students on Financial Aid Probation status are reviewed at the end of each semester. Students not making progress toward the terms of their appeal contract will have their aid suspended and must appeal before a committee to have their aid reinstated.

Financial Aid Academic Plan

If it is not possible for the student with an approved appeal to achieve minimum Financial Aid Satisfactory Academic Progress standards within one semester, the student will be maintained on an Academic Plan. While on Financial Aid Academic Plan, students must meet all Financial Aid Academic Progress standards each semester. The conditions for the approved appeal will continue each term until the student meets the minimum standard(s) or fails to meet the conditions of the approved appeal. If the student fails to meet the appeal conditions, the student's account will revert to Suspension Status indicating that the student is ineligible for aid.

Reinstatement of Financial Aid

Students placed on Financial Aid Academic Progress Suspension have the opportunity to appeal and/or have their previous grades reviewed by the Office of Student Financial Aid. Students have the following options for reinstatement:

1. Meet all Financial Aid Satisfactory Academic Progress requirements. Undergraduate students must improve their cumulative GPA to the 2.0 minimum with graduate students meeting the 3.0 cumulative GPA minimum requirement, and by meeting the 67% course completion standard.
2. Initiate the financial aid appeal process. Financial Aid appeals must demonstrate extenuating circumstances that impeded the students' ability to make progress academically. All appeals must be accompanied by third party documentation of the circumstances encountered as well as an academic plan of study (signed by an academic advisor or a record analyst in the Registrar's Office). Examples of extenuating circumstances include but are not limited to: Personal or Family Emergency, Serious Medical Issues, Psychological Illness, etc.
3. Review of grade changes to previously deficient course grades. Students experiencing grade changes that may reinstate their eligibility should contact the Office of Student Financial Aid to have their academic progress reviewed.

The successful reinstatement of financial aid is not reflective of decisions regarding Registrar academic suspensions. Students on academic suspension should visit with the Registrar's Office regarding reinstatement to UNI.

Financial Aid Appeal Process and Deadlines

An appeal process is in place for those experiencing extenuating circumstances that affected their ability to meet the Financial Aid Satisfactory Academic Progress standards. Appeal forms may be obtained from the Office of Student Financial Aid or online at www.uni.edu/finaid/academic-progress. Appeals must be submitted no later than the end of the second week of classes following the suspended semester or within 14 calendar days of the date on the academic progress letter. It is recommended that students submit their appeals as soon as possible to avoid processing delays.

All appeals must be accompanied by third party documentation of the circumstances encountered, a description of how circumstances have changed to allow for future academic success, as well as an academic plan of study (signed by an academic advisor or a record analyst in the Registrar's Office) demonstrating that the student can successfully meet Financial Aid Academic Progress policy within a reasonable amount of time, thereby allowing them to matriculate toward their degree within the timeframe set forth within the above policy.

Reinstatement of the financial aid is contingent upon the availability of the funds at the time the appeal is approved. Approved appeals require a signed contract to be returned to the Office of Student Financial Aid.

Denied Financial Aid Appeals

Students denied financial aid eligibility may continue attending UNI by funding their own education. If students meet all of the progress standards in the future, they must contact the Office of Student Financial Aid to request a review of their financial aid status.

Summer Aid Financial Aid

For financial aid purposes, the summer session is considered the final term of the award year. Federal aid programs have an academic year maximum amount of aid that can be received. For example, dependent freshman with 0-29 semester hours may borrow only \$5,500 in Direct

Fees and Financial Aid

Loans for the entire academic year (12 months - fall, spring and summer). Therefore, summer aid is limited.

To be eligible for financial aid for the summer students must:

- Have a current year FAFSA submitted by June 1.
- Be enrolled at least half-time during the summer - five credits for undergraduate students and four credits for graduate students. Audited courses, correspondence (specified as Guided Independent Study at UNI) courses, and Camp Adventure do not count toward enrollment.
- Be admitted to a program leading to a degree. Non-degree students are ineligible for financial aid.
- Not be on Financial Aid Academic Progress Suspension or Registrar Academic Suspension.
- Not be in default on any educational loan, and not owe any refund on a grant or loan at any institution.

UNI Presidential Scholarships

www.uni.edu/honors/content/presidentialscholarship

Presidential Scholarships are awarded by the University Honors Program to high school seniors with a history of outstanding academic performance. Recipients will be those whose strong academic credentials are matched by personal involvement in leadership and service activities.

Presidential Scholarships are substantial awards that carry recognition for academic excellence as well as financial support.

For complete information, visit www.uni.edu/honors/content/presidentialscholarship or contact the University Honors Program, 2401 College Street, Cedar Falls, IA 50614-0355, 319-273-3175.

University of Northern Iowa Foundation

The UNI Foundation is the official channel through which gifts, both large and small, are given for the benefit of the university. The generosity of alumni and friends of the University of Northern Iowa provides scholarships for eligible students. Students should contact the dean of their college or the Office of Student Financial Aid for specific information on scholarships and selection criteria.

For further information contact UNI Foundation, 319-273-6078 or 1-800-782-9522, email uni.foundation@uni.edu, or visit the UNI Foundation website at uni-foundation.org.

Student Life

Division of Student Affairs

Mission

We help students succeed.

We help students prepare for responsible citizenship, personal fulfillment, and success in life by supporting their efforts to learn through their experiences, achieve their academic goals, and strive for excellence in all.

We do this by:

- Developing environments that are safe, welcoming, inclusive and healthy;
- Providing services that are professional, supportive and personalized; and
- Fostering meaningful student engagement in campus and community life that develops leadership, educates about diversity, and contributes to learning.

Values

In seeking to accomplish this mission, we are committed to:

- Encouraging the development of the whole student and involving all students in the life of the University;
- Cultivating a caring and diverse campus community that values respect for all people, the open and free exchange of ideas, and responsible and ethical behavior;
- Maximizing our effectiveness through responsible stewardship of resources, support of innovation, and creativity in problem solving;
- Working collaboratively across campus and community, and fostering a work environment for our staff which encourages continuous improvement and professional development.

Orientation

www.uni.edu/admissions

Orientation programs are offered for new students to acquaint them with available educational opportunities and university services and to assist them in the class registration process. Most new freshmen who begin their study in the fall semester attend a summer orientation program during the preceding June or July. Transfer students are invited to either a spring or summer transfer orientation program. Students who do not begin their study during fall semester attend orientation and register just before classes begin for that term. Parents of new students are invited to participate in a special parent orientation program.

Housing

www.uni.edu/dor

Application for Rooms in Residence Halls

Official admission to the University of Northern Iowa is a prerequisite to application for housing in the residence halls. Once new students are admitted, the Department of Residence sends an invitation for the student to apply for housing online. **This invitation is included with**

the student's letter of acceptance from the Office of Admissions.

The Department of Residence Web site includes information about each residence hall, the dining operations, and the housing and dining contract. The residence hall and dining contract serves as the official application for housing in the residence halls. The application process includes completion of the contract, and payment of the \$300 Admission Acceptance fee.

The majority of new students select the 2-Year Advantage. The 2-Year Advantage option features a price freeze for housing and dining rates from year one to year two of the contract. Additional benefits include waiver of the prepayment for the second year of the contract and early move-in at no additional charge.

Priority for room self-selection and room assignments is based on contract completion date. If an applicant finds it necessary to cancel the contract before occupying the room, the prepayment refund or forfeiture is based on the date of written notification and fulfills the terms of the contract terms and conditions.

Inquiries should be directed to:

Department of Residence

Redeker Center

Cedar Falls, IA 50614-0252

319-273-2333 or toll free 866-207-9411

residence@uni.edu

Occupancy

Residence hall occupancy begins officially on the Friday prior to the first day of classes for the fall semester, and the Friday before classes begin for the spring semester. If a reserved room is not occupied on the first day of classes and arrangements have not been made with the Department of Residence for later occupancy, the reservation will be cancelled and forfeiture of prepaid fees and penalties will be applied as stated in the contract terms and conditions.

The residence hall and dining contract covers an entire academic year or the balance thereof; separate contracting is necessary for the summer session. If the contract is terminated before the expiration date, appropriate provisions of the contract will apply. The student is responsible for any financial liabilities incurred prior to the date of termination and a percentage of the remaining portion of the contract.

Residence Halls

Students living in on-campus residence halls have the advantage of easy access to all classrooms, campus activities and campus resources. Residence hall rooms have Internet access (wired and wireless) and cable television. Furnishings and utilities are included. The Department of Residence is designed to provide housing to 4,600 students in ten residence communities. In addition to student rooms, each residence hall offers office support services, lounges, study rooms, recreational areas, laundry rooms, and other facilities for the comfort and convenience of the students. Computer labs are located in residence facilities throughout campus. A professional staff member supports activities that promote academic success and social events that build a strong sense of community.

Student Life

Floors within each residence hall accommodate approximately 50 students and are designated as houses. Each house sponsors its own social, cultural, and educational programs. There are houses reserved for first-year students and houses reserved for upperclass students. Living Learning Communities are houses with residents who share an academic major or a social interest. Rooms for single, double, and triple occupancy (suites) are available. One resident assistant (a student staff member) lives in each house to serve as a resource person for the members of that house.

Lawther Hall is for women only. Coeducational housing is provided in Bender, Campbell, Dancer, Hagemann, Noehren, Rider, and Shull Halls. Shull Hall is available to upperclass students only. Continuous housing (during academic and holiday break periods) is available in all halls. Summer housing is available.

ROTH Complex and Panther Village

Apartment and suite-style housing in ROTH is open to sophomores, juniors, and seniors. Panther Village is for juniors and seniors. Students in good academic standing and behavioral status qualify for housing in ROTH and Panther Village. Rooms have Internet access (wired and wireless) and cable television. Furnishing and utilities are included. ROTH and Panther Village residents may prepare their own meals or buy one of the many dining plans available. Students interested in ROTH or Panther Village as their home away from home can get additional information and submit a contract for ROTH or Panther Village housing online at www.uni.edu/dor or contact Department of Residence, Redeker Center 319-273-2333 or toll free 866-207-9411 or ROTH 319-273-7051.

Hillside-Jennings Apartments

One- and two-bedroom unfurnished apartments are available to married students, single parents with families, graduate students, transfer students, military veterans, and non-traditional students. Assignments are made on a date-of-application priority basis. Information on the Hillside-Jennings Apartments community is available online at www.uni.edu/dor. Applications and all inquiries should be directed to:

Hillside-Jennings Office
3900 Jennings Drive - Hillside Courts
Cedar Falls, IA 50613
319-273-6232

Residence Hall Meal Plans

Students in an on-campus residence hall who are first-year students, will have a meal plan featuring unlimited access to Piazza in Redeker Center and Rialto in Towers Center. Unlimited access is designed to better support students' needs for smaller meals throughout the day while increasing the opportunity for community building. These meal plans include Dining Dollars which can be used at all on-campus restaurants, convenience stores and food carts.

New transfer students and returning students living in residence halls may select from the unlimited access meal plans and additional options. Learn more about all meal plan options online at www.uni.edu/dor/dining.

Housing and Dining Contracts

Contractual responsibilities are reviewed annually and are subject to change. Refer to terms and conditions of the current contract. The current terms and conditions are available at www.uni.edu/dor.

Career Services

www.uni.edu/careerservices

The Office of Career Services assists students in developing career skills employers and graduate schools value. Experienced staff and peer assistants provide expertise in guiding students to be *career ready* through career decision making tools, resume development, interviewing skills, job search strategies and overall career preparation.

Career Services maintains active contacts with hundreds of employers, and provides students with up-to-date information about our career fairs, on-campus interviews and both employer related or graduate school related information sessions, programs and outreach opportunities. Students can always stay connected through *CareerCat*, a free internship and job posting service that also serves as our notification tool. From your first registration at UNI to one year after graduation, every student has access to this career service. Additionally, Career Services also helps students find internship and cooperative education opportunities where students can earn academic credit, gain important *career ready* experiences and, in many cases, earn money while doing it.

Career Services believes in its mission, "We help students succeed." Please visit our website (www.uni.edu/careerservices) or call 319-273-6857 and make an appointment to see us in 102 Gilchrist.

Iowa Vocational Rehabilitation Services

www.uni.edu/disability

Iowa Vocational Rehabilitation Services (IVRS) has a counselor on campus located in 102 Gilchrist to assist qualifying students with disabilities prepare for employment. Services may include helping students choose a suitable vocational goal, providing tuition assistance, providing services to help students benefit from academic training, and assisting with job placement. Students who are interested in additional information or applying for services may make an appointment by calling 319-273-6348.

Rehabilitation Services may include:

- medical and psychological assessment
- technological assessment
- vocational assessment
- counseling and guidance
- physical and/or mental restoration services which may include therapy, wheelchairs, hearing aids, eye glasses etc.
- special adaptive equipment or devices
- financial support for personal attendant assistance

Student Disability Services (SDS)

Student Disability Services is located on the upper level of the Student Health Center. SDS works with students to ensure that all persons with

disabilities have access to university activities, programs, and services. To obtain information regarding services, call SDS at 319-273-2677 or e-mail at disabilityservices@uni.edu. More information is available at www.uni.edu/sds.

University Health Services

University Health Services provides comprehensive mental health, physical health, and wellness services to students enrolled at the University of Northern Iowa. Services include consultation, treatment, and a full range of health promotion, wellness, and recreation activities.

Student Health Clinic and Pharmacy

The Student Health Clinic and Pharmacy are located in the Student Health Center, on the south side of 23rd Street next to the Schindler Education Center. The Student Health Clinic provides out-patient medical services Monday through Friday when classes are in session. Detailed information concerning services and hours is available at www.uni.edu/health or by calling 319-273-2009.

Emergency coverage is available at any of the hospital emergency rooms in the Cedar Falls and Waterloo area. After hours, students can seek medical advice by calling Nurse-On-Call at 319-272-2600. This service is sponsored by Covenant and Sartori Hospitals. They will provide information and, if necessary, refer you to appropriate services.

A student health insurance plan may be purchased through the university on a voluntary basis for those without medical insurance. More information is available at www.uni.edu/health/insurance. International students are required to have health insurance as a condition of admission for more information visit: www.uni.edu/health/insurance/international.

Counseling Center

The Counseling Center is located on the upper level of the Student Health Center. The Counseling Center is staffed with professional counselors and psychologists who provide confidential counseling services to students who have paid the Mandatory Health Fee.

Appointments for counseling may be made by calling 319-273-2676 or in-person at the Counseling Center. More information is available at www.uni.edu/counseling.

Wellness and Recreation Services

The Wellness and Recreation Center, located next to the UNI-Dome, is home to Wellness and Recreation Services. Program information is available at the WRS website www.uni.edu/wellrec.

Military Members and Veterans

The University of Northern Iowa is proud to serve all veterans, military members, and their families. Our role is to support military members, veterans, and their families at UNI as they transition between military duty, college, and new careers. We are committed to faculty and staff education, on and off campus resource networking, advocacy, and listening to each student to ensure that each military affiliated students' voice is heard and they are empowered to achieve success in class and beyond. For more information contact:

Coordinator, Military and Veteran Student Services
Maucker Union

University of Northern Iowa
1227 W. 27th St.
Cedar Falls, IA, 50614-0382
Phone: (319) 273-3040

The University of Northern Iowa has been selected as a Military-Friendly University in Military Advanced Education's (MAE) 2014 *Guide to Military Friendly Colleges and Universities*, Best for Vets 2014, and Best for Vets Business 2014. This guide provides potential students with information about institutions that go out of their way to implement military friendly policies in support of our men and women in uniform. Criteria for inclusion in the Military Friendly Schools list includes a strong commitment to recruiting, retaining, and providing financial, academic, and social services to student veterans.

The university cooperates with the Veterans Administration to provide for the education of veterans under the provision of federal laws, including those eligible under the Chapter 33 Post 9/11 G.I. Bill, along with other VA educational benefit programs. The Office of the Registrar will assist students eligible under any of these programs. For additional information, contact:

Office of the Registrar
University of Northern Iowa
Cedar Falls, IA, 50614-0006
Phone: (319) 273-6801

Student Activities and Honors

Co-curricular activities are encouraged at the University of Northern Iowa because of the important contribution these activities make to the total education of the student. The university maintains an extensive program of co-curricular activities: intercollegiate athletics, theatre, forensics, publications, music, social life, student organizations and interest groups, intramural sports and recreational activities, and sports clubs.

Speech and Debate

The forensics program (speech and debate team), under the auspices of the Department of Communication Studies, encourages participation of all interested students, both in debate and individual events regardless of major. The forensics squad participates in some 20-25 intercollegiate forensic meets per year on a regional and national basis. Participants may choose to enter debate or individual events. Further information is available at www.uni.edu/commstudies/forensics/.

Fraternities/Sororities

The Greek community at UNI consists of nationally affiliated (National Interfraternity Council and National Panhellenic Council) social sororities and fraternities, and nationally affiliated (National Pan-Hellenic Council) historically African-American sororities and fraternities. The Greek community has a long, rich tradition of supporting student involvement and development, and providing service, social and leadership opportunities. Formal and informal membership recruitment and intake processes take place each semester. More information is available at www.uni.edu/involvement/fsl.

Honor Organizations

Superior achievement in various academic disciplines and in extracurricular activities is recognized in honor organizations. Information on these organizations may be obtained from the Student

Student Life

Involvement Center, located on the plaza level of Maucker Union, or at www.uni.edu/involvement.

Intercollegiate Athletics

Various intercollegiate sports are available to both men and women at UNI. The university engages in intercollegiate athletic competition in a total of 17 sports. Men may participate in basketball, cross country, football, golf, indoor and outdoor track, and wrestling. Women also compete in basketball, cross country, golf, and indoor and outdoor track, as well as in soccer, softball, swimming, tennis, and volleyball.

UNI Athletic teams participate within Division I of the NCAA. UNI Football is part of the Division I Football Championship Subdivision (FCS, formerly 1-AA). The University Athletics Program is a member of the Missouri Valley Conference, the Missouri Valley Football Conference, and the Mid-American Conference. All intercollegiate athletic programs are governed and operated in accordance with NCAA, Conference, and university rules and regulations. In some instances, university rules and regulations may be more restrictive than those of the NCAA and/or Conference.

Interest Organizations

Numerous organizations sponsored by departments and specialized interest groups provide students the opportunity to become better acquainted with other students and faculty as well as to explore leadership skills and perpetuate interests outside the classroom. Many of the organizations have no membership requirements other than an active interest in the work for which the club exists and regular attendance at the meetings. Information on specific interest organizations can be obtained in the Student Involvement Center, located on the plaza level of Maucker Union, or at www.uni.edu/involvement.

Maucker Union Advisory Board

The Maucker Union Advisory Board, comprised primarily of students, provides feedback and guidance on all issues related to Maucker Union administration, facilities, and programming. More information is available at www.uni.edu/maucker.

Music

Music organizations and ensembles are open to all students by audition. Participation by non-music majors is encouraged. Credit is available to all who participate. Among the groups offered are: Concert Chorale, UNI Opera Ensemble, UNI Singers, Varsity Men's Glee Club, Women's Chorus, Cantorei, Pep Band, Wind Symphony, Panther Marching Band, Symphonic Band, Concert Band, Jazz Bands, Symphony Orchestra, plus several instrumental ensembles. For further information visit www.uni.edu/music.

Northern Iowa Student Government

The legislative branch of Student Government at UNI is the Student Senate. The executive members include the president, vice-president, director of public relations, director of diversity and student life, director of administration and finance, and director of governmental relations. A Supreme Court, which comprises the judicial branch, also exists. The Northern Iowa Student Government promotes cooperation between students and faculty, seeks solutions to student concerns, and represents the entire student body in matters affecting student interests. More information is available at www.uni.edu/nisg.

Professional Performing Arts on Campus

For more information, refer to The Fine and Performing Arts at UNI section of this University Catalog.

Religion

Surrounding the campus are various student religious centers. Information on specific religious organizations may be obtained in the Student Involvement and Activities Center, located on the plaza-level of Maucker Union.

Social Life

The social life at the University of Northern Iowa is flexible, designed to meet the ever-changing interests and needs of the students and university community. Social opportunities include popular and cultural film programs, art exhibits, fine arts productions, live musical entertainment, dances, campus-wide events, speaker programs, forums, and community service projects. Much of the program planning relies heavily on student involvement. Information pertaining to involvement is available through the Student Involvement Center, located on the plaza level of Maucker Union, or at www.uni.edu/involvement.

Station KULT-LP

Station KULT is the student-managed and -operated radio station of the University of Northern Iowa. The station operates at 94.5FM and on Channel 5 of the Campus Cable Television System. KULT programming consists of music, UNI sporting events, and news. The studios and offices of KULT are located in the lower level of Maucker Union. For further information go to www.uni.edu/KULT.

Student Government

The student government associations include the Northern Iowa Student Government, the Residence Halls Association, the Interfraternity Council, Panhellenic Council, the Maucker Union Advisory Board, and the individual residence hall senates.

Student Publications

The Northern Iowan is written, illustrated, and edited by students for campus-wide distribution. This student newspaper is distributed twice a week during the fall and spring and once a week during the summer session (www.northern-iowan.org)

Theatre

Any enrolled student is welcome to audition or volunteer for production responsibilities in the major productions or many student productions produced by Theatre UNI. Seasons typically include classical, modern and contemporary drama, musical comedy, and theatre for youth. All members of the university community are invited to attend productions in the Strayer-Wood and Bertha Martin Theatres. For additional information, including audition postings, visit the Web site www.uni.edu/theatre.

Veterans

Any student is welcome to join the UNI Student Veterans Association. The purpose of this group is to educate the campus community about military veterans, support members of the military that are currently deployed, support veterans that are dealing with issues coming back from deployment, contribute to the improvement of UNI as a military

friendly school, and have fun socializing with other veterans that attend the University of Northern Iowa.

Wellness and Recreation

Wellness and Recreation Services, located within the Wellness and Recreation Center, offers campus-wide programs in informal recreation/fitness/aquatic opportunities, intramural sports, instructional activities, as well as various health, wellness, and educational programs. The Wellness and Recreation Center provides:

- (10) multi-purpose gymnasiums/courts for basketball, volleyball, soccer, and tennis
- (6) racquetball/wally ball courts
- (8) lighted outdoor tennis courses
- a leisure pool with whirlpool and water slide
- an eight lane, 25-yard lap pool
- (5) aerobics/dance studios
- a 38.5-foot climbing wall
- the UNI Outdoor Recreation Center
- West Campus Complex with outdoor recreation fields for a wide variety of sports and activities
- a free weight room
- a spacious fitness area with cardiovascular and strength training equipment
- a running track
- a wellness resource lab with a massage room, a wellness library and small computer center; and
- men's and women's locker and shower facilities

For more information visit the Wellness and Recreation Services website at www.uni.edu/wellrec.

University Facilities and Educational Services

University Facilities

Rod Library

www.library.uni.edu

Centrally located on campus, and serving the UNI community through Internet-based and print collections and diverse programs, Rod Library supports the curricular, informational, and research needs of UNI's students, faculty, and staff. Rod Library strives to provide an information-rich academic environment for study, teaching, and scholarship.

Rod Library occupies a 238,000 square-foot, four-story building in the heart of campus. The library provides seating for over 2,100 patrons at study carrels and tables, in lounge seating, and in group, graduate student, and faculty studies. Rod Library also houses the University Archives and the School Library Studies program of the Department of Curriculum and Instruction.

The Rod Library building is open 99 hours per week during the spring and fall sessions. Summer session hours are set at 75 hours per week. Many Rod Library collections are available 24 hours at www.library.uni.edu.

Library collections include almost one million volumes, 2,300 periodical and newspaper subscriptions in print and online formats, with electronic access to over 59,000 journal titles; 202,000 U.S. paper documents, 301,000 U.S. and Iowa documents on microfiche, and 41,000 flat maps.

Also available to the UNI community is a broad array of full-text electronic databases including ERIC, JSTOR, LEXISNEXIS ACADEMIC, PROJECT MUSE, SCIENCEDIRECT, and many others. Circulating books and the journals collection are in open stacks, shelved by the Library of Congress classification system.

Collections and services of special note are:

Art & Music -

www.library.uni.edu/collections/art-music-collection

Collection Management -

www.library.uni.edu/collection-management

Distance Learning -

www.library.uni.edu/distance-learners

Documents & Maps -

www.library.uni.edu/collections/gov-docs

Interlibrary Loan (for materials not held at Rod Library)

www.library.uni.edu/interlibrary-loan

Library Instruction -

www.library.uni.edu/library-instruction

Reference -

www.library.uni.edu/departments/reference-instructional-services

Special Collections & University Archives -

www.library.uni.edu/collections/special-collections

UNISTAR: UNI's Online Catalog -

<http://unistar.uni.edu/search~S1>

Youth -

www.library.uni.edu/collections/youth-collection

Human Performance Center

Opened in late fall of 2007, the 33,000 square foot Human Performance Center represents a unique public/private partnership between UNI and Cedar Valley Medical Community. Designed to support the academic and public service programs of UNI's School of Health, Physical Education and Leisure Services, the center includes classrooms, offices, laboratories and medical office space. The Human Performance Center has two distinct areas: the Sport and Human Performance Center which provides space for UNI's Athletic Training academic program, Cedar Valley Medical Specialists P.C.-Department of Orthopedics, Advanced Diagnostic Imaging, Northeast Iowa Physical Therapy as well as space for sport medicine and hydrotherapy services; and the Davis Center for Healthy Youth Development provides space for Camp Adventure™ Child and Youth Services, Iowa Center on Health Disparities, Global Health Corps, the R.J. McElroy Professor of Youth Leadership Studies, Nonprofit Leadership Alliance, and the National Program for Playground Safety.

Maucker Union

The Maucker Union, located east of the UNI Library, serves as an informal meeting place for students, faculty, staff, alumni, and guests of the university. The unique facilities of Maucker Union are useful for a wide range of activities including cultural, recreational, and conference events.

General services include: meeting rooms, Veridian Credit Union branch, HealthBeat exercise facility, and dining services. The building houses the offices of the campus newspaper, student government, student radio, the Center for Multicultural Education, student organization offices, LGBT Student Center, Military and Veteran Student Center, and International Student Programs.

The Student Involvement Center of Maucker Union is responsible for the programs which focus on co-curricular development of the student. Leadership development, skills development, support for student organizations/interest groups, Greek life, and programming are central to this office and Maucker Union as a whole.

Social and cultural activities include movies, comedy, forums, and lectures. Maucker Union is financed through fee monies, general education funds, and income-producing services within the building.

More information about Maucker Union and special programs and events can be obtained at www.uni.edu/maucker.

The Commons

Students, staff, and university guests use the Commons in a variety of ways. Housed within this building are the Georgian Lounge and the Slife Ballroom. The Georgian Lounge is used for teas, receptions, and other special occasions. The Slife Ballroom is a multi-purpose room used for banquets, dances, lectures, and student activities.

Marshall Center School

Built in 1893, the Marshall Center School is a symbol of UNI's contribution to Iowa's long record of excellence in education. This historic structure was moved from Pocahontas County in western Iowa to the campus in 1987 to celebrate the early history of the campus as a teachers college. It now serves as a museum telling the story of early Iowa education.

Marshall Center served as a school, community meeting place, township school board meeting room, and voting place from 1893 until 1944. It has been restored and furnished as it would have looked circa 1922 and is one of the most authentic one-room school museums in Iowa. Programs are presented at the school to campus classes, regional elementary school groups, and the general public. Storytelling, reenactments, and presentations help visitors step back in time to visualize a typical day at a rural school.

The school is located at the corner of West 23rd and Indiana Streets and is open by appointment by contacting 319-273-2188.

For further information visit www.uni.edu/museum/mcs/index.html.

Broadcasting Services

Administratively housed in the College of Humanities, Arts and Sciences are UNI's two separately programmed public radio stations. KUNI-FM serves the Cedar Falls/Waterloo, Cedar Rapids, and Iowa City areas at 90.9 on the dial. KUNI can also be heard at 89.7 in Dubuque, 102.1 and 94.5 in the Quad Cities, 88.9 and 101.7 in Des Moines, and at 91.5 in Mason City and 1010 AM in north central Iowa. KUNI offers listeners news and information programming during the day and contemporary music at night. KHKE-FM, at 89.5 on the dial, serves the Cedar Falls/Waterloo metro area with an arts and classical music format. KHKE is also heard at 90.7 in Mason City and 91.1 in Ottumwa. KUNI and KHKE are part of Iowa Public Radio which includes the public radio stations of the University of Iowa and Iowa State University. UNI students majoring in Electronic Media in the Department of Communication Studies serve as interns for the two stations.

For further information, visit www.iowapublicradio.org.

University Events Coordination

University Events Coordination provides assistance in planning, budgeting, managing and evaluating conferences and seminars to enable the community to use UNI as a valuable resource.

This office has coordinated local events, small seminars, large conferences, simple operations and complex multiple speaker and site programs, and has resources and experience to help make each project a smooth, successful operation.

For information call 319-273-5141.

Office of University Relations

The Office of University Relations leads and oversees all official institutional marketing and communication channels, programs and activities used to reach internal and external audiences.

These specifically include activities related to logos and marks/ visual identity, style, usage, public relations, crisis communication, media relations, university website, internal campus communication, campus distribution of mass e-mail, community relations activities, parent communication, printing, displays, and contracting for related professional services.

University Relations develops standards, guidelines and procedures necessary for the effective management of university branding and communication efforts, and routinely communicates these to university units.

For more information, visit www.uni.edu/ur or call 319-273-2761.

The University of Northern Iowa Alumni Association

The UNI Alumni Association boasts of more than 100,000 living alumni. More than 60% of our graduates live in Iowa, a testament to our standing as Iowa's university. Our mission is to support and strengthen the University of Northern Iowa by offering programs and services that engage, educate, serve, and provide value to alumni, students, parents, and friends.

It is never too early to get involved with your Alumni Association. There are dozens of opportunities to network, learn and lead. Learn more at www.unialum.org, email info@unialum.org, visit the Alumni House (across from University Book and Supply) or call 319-273-2355.

Association Scholarships

Each year the Alumni Association awards three scholarships to current UNI students who have shown involvement with campus organizations, events, and activities. Two scholarships are awarded to undergraduate students, including one to a child of an alumnus. The third scholarship is awarded to a UNI graduate student who received their bachelor's degree from UNI.

The UNI Office of Student Financial Aid coordinates the award.

Connecting Alumni to Students (CATS)

CATS, an official student organization of the UNI Alumni Association, is dedicated to enhancing UNI as a great place to live and learn; to serve as official keepers of traditions; to represent UNI in a positive manner to on-and off-campus; and serve as a link between students, administration, and alumni. Learn more about this nationally recognized student group at www.unialum.org.

Lux Service Award

The University of Northern Iowa Lux Service Award is presented annually to three undergraduate students who epitomize the ideal of service to the university community.

The honor is conferred in the spirit of keeping the light of service to others burning bright at UNI. The name of the award - Lux - is from the University's official seal that features a burning lamp of knowledge and the Latin word for light.

University Facilities and Educational Services

The University of Northern Iowa Alumni Association and Student Life sponsor the award.

Official UNI Class Ring

The custom-crafted UNI Ring features the UNI Campanile and founding date of 1876 around the crown. The campanile was built in 1926 to commemorate UNI's 50th anniversary. The four bells, which sound on the hour and quarter hour, are dedicated to the president of the university, the school children of Iowa, the faculty, and UNI students and alumni. The inside of the ring is inscribed with the word LUX, Latin for light. The word and map has been a part of the University seal since 1876.

The ring is available for purchase to those who have completed 60 credit hours at UNI. Learn more at www.unialum.org/o.

Students Today, Alumni Tomorrow (STAT)

STAT offers exceptional discounts at local businesses and provides great social and professional networking opportunities in a single organization. Nearly 2,750 members make STAT the largest student organization at UNI.

STAT is truly fully integrated into the life of the campus and the community. Members are involved in student activities, Panther athletics, and community events, as well as receive exceptional discounts at local businesses, and a benefit package that include Beat Tees, STAT tees, and more.

Learn more at www.unialum.org/STAT.

UNI Outreach Events

The Alumni Association hosts a variety of campus events to entertain, educate, and connect. Parents and students are welcome to attend any UNI Alumni Association event or program. Celebrate the Power of Purple! Find a complete schedule of events at www.unialum.org.

The University of Northern Iowa Foundation

The University of Northern Iowa Foundation is a non-profit corporation formed in 1959 to assist the university in projects which are vital to its growth and development but are most appropriately financed from private funds. Many accounts within the foundation have been established as memorial funds for members of the faculty, staff, or alumni. Through its annual giving program, the foundation provides alumni and friends of the university an opportunity to assist in extending the usefulness of the university, providing that margin of excellence which is characteristic of a quality university. As an additional service for alumni and friends, the foundation staff assists in estate planning.

The foundation is the official channel through which *private* gifts are given for the benefit of the University of Northern Iowa. Individuals and organizations are assured of continuity of management of such funds and of their being used for the purposes which the donor intended. As a charitable organization, all gifts to the foundation are tax deductible.

Gifts or questions should be addressed to:

UNI Foundation
University of Northern Iowa
Cedar Falls, IA 50614-0282
319-273-6078 or 1-800-782-9522

www.uni-foundation.org

Educational Services

Advising

UNI's undergraduate advising is structured to provide advising for students in their majors. It is the responsibility of the student to track their progress toward degrees and meet requirements for graduation. All students are encouraged to visit with their advisor for assistance.

Advising - Mission Statement

Academic advising is a critical component of the teaching and learning environment at UNI. Advising is a personalized educational experience, empowering students to explore, articulate, and achieve their academic, career, and life goals.

Vision Statement

UNI aspires to create the best academic advising experience for each student.

Advising Goals

1. Promote a culture of quality academic advising through advisor education, recognition, and reward, and advising program assessment.
2. Assist students in understanding the nature and purpose of higher education.
3. Ensure that all students have access to knowledgeable and respectful advisors.
4. Provide accurate information about university requirements, policies, and procedures.
5. Encourage, support, and guide students to take responsibility for meeting their own educational, personal, and career goals.

Office of Academic Advising

www.uni.edu/advising

The Office of Academic Advising serves as the academic center for first year students in select majors, deciding students who are exploring majors, students changing majors, and students reassessing their current academic situation.

The Office of Academic Advising places students at the center of our advising and believes students are capable of directing their own academic lives with sufficient advising information and support. This requires that students be active participants in the academic advising process.

The Office of Academic Advising can help students:

- find a major
- link majors with careers
- relate career goals to majors
- select appropriate courses and other educational experiences
- adjust semester course schedule
- tailor academic programs to fit interests
- enroll in a credit bearing course: POSTSEC 1050 (170:050) Career Decision Making

- interpret institutional academic requirements
- develop decision-making skills

The Office of Academic Advising is open to all students who wish to receive assistance in selecting majors, minors and certificate programs; identify and resolve academic difficulties. In order to set realistic academic goals, students advised by the Office of Academic Advising are able to participate in individual conferences, special programs and receive assistance with course selection. Questions related to new student advisement and undergraduate advising should be directed to:

Office of Academic Advising
102 Gilchrist
319-273-3406

Academic Learning Center

007-008 Innovative Teaching & Technology Center (ITTC)

www.uni.edu/unialc/

Professional educators, advisors, and trained, certified peers are available to assist UNI undergraduate and graduate students to become more efficient and effective learners and communicators and to maximize their control of their academic performance. The ALC offers an accessible, supportive environment for students at all levels of preparation and achievement. Additionally, professional staff serves as a resource for faculty and staff. On the main floor of the Innovative Teaching and Technology Center, students can access the ALC's Academic Achievement and Retention Services, Examination Services, the TRIO Student Support Services Program, Math and Science Services, the College Reading and Learning Center, and the Writing Center. For more information on each service, see detailed descriptions.

Academic Achievement and Retention Services

007 ITTC

319-273-6023

Academic Achievement and Retention Services inspires students to achieve academic success and empowers them to develop personal/professional strengths. Services include:

- personalized advising, academic planning, career/graduate school exploration, and financial literacy education
- individual and group tutoring for selected courses
- workshops to enhance study skills, finances, and career interests
- Strategies for Academic Success, a two-credit course to assist new students in their transition to UNI
- collaboration with other campus offices in delivering orientation and transition programs.

Examination Services

007 ITTC

319-273-6023

Examination Services offers credit by examination, certification examinations, and most major national college and professional school entrance exams. Services are provided to enrolled graduate and undergraduate students, non-UNI students, and non-students. In addition to test administration, this program provides test registration information and referrals for preparation assistance.

Examination Services offers these tests:

- Praxis Series for teaching certification
- CLEP (College Level Examination Program tests for college credit)
- TOEFL (Test of English as a Foreign Language)
- ACT (American College Testing Program)
- CASTLE Worldwide (Certification Tests)
- DSST

Examination for Graduate School Admissions:

To determine which examinations you are required to take; it is recommended that you meet with your current advisor and/or department head and the graduate student advisor for the programs to which you are applying.

- GRE (Graduate Record Examination)
- MAT (Miller Analogies Test)

Professional School Admission Tests:

- LSAT (Law School Admission Test)

For additional information on registration, fees, practice tests, and testing dates, please see www.lsac.org/ call 319-273-6023.

College Reading and Learning Center

008 ITTC

319-273-2361

The College Reading and Learning Center (CRLC) has trained and certified academic coaches who work with students to help them develop and apply effective college reading, learning, studying, and time management strategies with:

- individualized appointments
- workshops, courses, study groups, supportive seminars, and presentations
- preparation for the Praxis Core Reading and GRE Verbal
- A-Team: academic coaches available for general study strategies coaching in any subject, Sundays 6:00 p.m.-9:00 p.m., Rod Library

The College Reading and Learning Center also offers faculty consultation and presentations for groups upon request and subject to staff availability.

Math and Science Services

008 ITTC

319-273-2361

The purpose of Math and Science Services is to provide academic resources to inspire, challenge, and empower UNI students to achieve success in their math and science courses. In addition, tutors are available to assist students with study skills, TI-83 calculator use, and time management. Math and Science Services works in concert with UNI math and science faculty, the Mathematics Department, the College of Humanities, Arts, and Sciences, and affiliates of the Academic Learning Center to provide the following resources:

University Facilities and Educational Services

- Math and science preparedness consultations
- supplemental instruction for specific courses
- Calculator Lending Program
- walk-in, one-on-one tutoring and study skills assistance 10:00 a.m. - 2:00 p.m. Monday through Thursday, and Friday 10:00 a.m. - 12:00 Noon during the Fall and Spring semesters. Summer tutoring is available by appointment only
- tutoring by appointment. Call 319-273-2361 to schedule.
- test preparation
- study groups
- GRE Quantitative preparation courses
- Success in Science and Math workshops
- A-Team: math, science, and business tutors available for walk-in assistance Sundays 6:00 p.m.-9:00 p.m., Rod Library

Student Support Services (SSS)

007 ITTC
319-273-2179

Student Support Services is a federally-funded TRIO program that is designed to increase the retention and graduation rates of UNI students who meet federal eligibility requirements. Program staff serve as advocates for participants and, based on the individual needs of the student, provide the following free services:

- academic, career, financial, and personal advising
- instructional support, including tutoring and study groups
- assistance with long-range planning and goal-setting
- monitoring of academic progress
- group and individual programming on college transition and survival, study skills, and financial literacy
- For-credit courses: POSTSEC 1050 (170:050) Career Decision Making and POSTSEC 1055 (170:055) Strategies for Academic Success
- cultural and educational activities
- financial assistance to qualified participants
- graduate school planning and enrollment assistance

Student Support Services serves 200 eligible participants each year.

Writing Center

008 ITTC
319-273-2361

The Writing Center provides individualized feedback by appointment in planning, writing, revising, and documenting papers for undergraduate and graduate students in all majors. Trained, certified writing coaches and students work together to:

- break writer's block and get class assignments, personal statements, and other projects started
- identify problems with focus, development, organization, clarity, and grammar
- practice effective planning, revising, editing, and proofreading strategies

- prepare for Praxis Core Writing and GRE Analytical Essays

In addition, the Writing Center offers faculty consultation and workshops customized for specific courses and groups, subject to staff availability. A-Team writing coaches are available for walk-in assistance Sundays 6:00 p.m.-9:00 p.m., Rod Library.

Information Technology Services

www.uni.edu/its

UNI employs a hybrid centralized-decentralized Information Technology (IT) governance model, where in, the central unit (Information Technology Services or ITS) provides common services and distributed IT units focus on unit-specific needs. ITS is responsible for campus-wide aspects of information technology for academic and administrative functions including the data and voice networks, enterprise financial and student systems, business intelligence and reporting, identity management and authentication, and other enterprise class software systems and services.

Online Resources for Students

Overview: www.uni.edu/its/resources/students

Support and Training: www.uni.edu/its/support

Hardware and Software Purchasing and Support: www.uni.edu/its/software-hardware

Computer Labs: www.uni.edu/its/labs

Services and Solutions: www.uni.edu/its/services

- **eLearning:** www.uni.edu/its/services/elearning
- **Password resets:** www.uni.edu/its/support/passwords
- **Google Apps:** www.uni.edu/its/support/article/1566

Instructional Resources and Technology Services

www.uni.edu/coe/about/centers-and-services.irts

Instructional Resources and Technology Services, within the College of Education, provides services and resources for teacher education students and faculty. Many of the services are also available for N/ K-12 grade teachers and administrators. IRTS offers resources and technological services for the pursuit of curriculum and instructional development. All resources are cataloged and accessible via a UNISTAR research of the IRTS collection.

The mission of Instructional Resource and Technology Services is to provide students, faculty and in-service teachers/administrators with laboratories in which to examine and evaluate new curriculum resources. Resources include textbooks, professional materials, computer software, Macintosh and Windows computers, and multimedia systems. All College of Education computer laboratories are instructional labs and are available on a walk-in basis when classes are not in session. Each lab has a projector for displaying images from the instructor station as well as a document camera. All computers include standard productivity tools including spreadsheets, database management, and word processing.

Visit this website for more detailed information about these computer labs: www.uni.edu/coe/about/centers-and-services/irts/labs-classes.

- SEC 206 (within SEC 222: Windows lab with 20 student stations;
- SEC 127-128 Technology Methods Lab: Macintosh lab with 35 student stations;
- WRC 154: Windows desktop lab with 30 student stations;
- Mobile Notebook cart with 20 Windows machines for Schindler Education Center use only.

Educational Opportunity Programs and Special Community Services (EOP/SCS)

The University of Northern Iowa places a high priority on providing quality education to financially disadvantaged and minority students. To fulfill this commitment for all students, the university has established the **Educational Opportunity Programs and Special Community Services Department (EOP/SCS)**.

EOP/SCS is designed and coordinated specifically to meet our students' educational, social, and financial needs. A primary goal for EOP/SCS staff is to provide supportive services to all project students, thus enhancing the successful completion of the student's college career. EOP/SCS consist of the following programs: the UNI Center for Urban Education (UNI-CUE), the Educational Opportunity Center (EOC), the Educational Talent Search (ETS) Program, and the Classic Upward Bound (CUB) Program.

EOP/SCS provides a positive environment for lifetime learning. EOP/SCS staff collaborates with other campus departments and community programs to match its resources with community needs. EOP/SCS programs are designed and coordinated specifically to meet students' educational, social, and financial needs for pursuing their educational goals and prepare for careers.

The **Center for Urban Education (UNI-CUE)**, located in the heart of the urban area of Waterloo, Iowa, is the university's community connection. As a component of the EOP/SCS program, it represents the university's strong commitment to cultural diversity. In addition to hosting UNI's federally funded TRiO programs, the UNI-CUE has a number of in-house programs that serve both UNI students and citizens of Black Hawk County.

Continuing Education Classes are offered at the UNI-CUE Monday through Thursday afternoons and evenings. Courses continue to be expanded and offered during a time convenient for most nontraditional students.

During the academic year, the **UNI-CUE Tutoring Center** provides tutoring services free of charge to K-12 students from Black Hawk County. Tutors are UNI students who serve as volunteers or tutor to fulfill the requirements of a university course. Tutors work one-on-one with students at all skill levels in English, reading, composition, social sciences, math, and other skills as requested. The Tutoring Center is specifically designed to provide students with skill development over the course of several weeks to a semester.

The **UNI-CUE Leadership Academy** is a four-week summer program for students preparing to enter middle school in the fall. During the program, students work to improve their reading, writing, and study skills. Students participate in cultural outings and field trips. They are

also introduced to guest speakers who present on a variety of topics pertinent to their age level.

The **Educational Opportunity Center (EOC)** is an academic counseling program, which promotes post-secondary education in communities with large populations of low-income, first-generation adults who are often not aware of educational and career opportunities available to them.

Professional career and education counselors assist eligible adults with selecting a post-secondary institution or training program suited to their interests. Counselors assist clients with the completion of admissions and financial aid applications, scholarship searches, and defaulted student loans, as well as provide academic development workshops (study skills, test taking, college writing, and basic reading and math skills) and academic advising. EOC services are free to eligible participants who are age 19 or older and do not have a four-year degree.

The **Educational Talent Search Program (ETS)** program helps students prepare for and acquire a college education. All students who attend one of the Waterloo Community School District's public middle or high schools (Bunger, Central, Hoover, Logan, East, Expo, or West), high school graduates (who are not currently taking college courses), and high school/college dropouts living in Black Hawk County through age 27 are eligible to apply.

ETS is an educational counseling service designed to assist 1,300 students to continue in and graduate from high school and enroll in an educational program beyond high school, and also to assist high school and college dropouts to return to an educational program.

Assistance is provided through counseling regarding the variety of opportunities for further schooling, information regarding admission and financial aid application processes, advice on career choices and appropriate postsecondary institutions, college tutors, workshops, and tutoring. Students in 6th grade through age 18 are eligible to participate in the ETS program.

The **Classic Upward Bound (CUB)** program is a college preparatory program designed to empower program participants with the academic skills and motivation necessary for success in high school and ultimately college. CUB serves students from low-income first-generation families who demonstrate potential for college as measured by standardized tests, high school grades, and written recommendations from a school administrator, counselor, or teacher.

CUB focuses around the after-school Supplemental Instruction/Tutorials program. It includes academic advising, career exploration, college tours, study skill development workshops, leadership conferences, and other activities.

During the summer, CUB students spend six weeks living in UNI dorms attending enrichment courses in mathematics (algebra, pre-calculus), English (literature and composition), science (biology, physics), foreign language (Spanish, French), economics, and computer science. In addition, students participate in cultural enrichment activities. Students earn credits, which are transferable to the college or university that the student will attend upon high school graduation.

University Facilities and Educational Services

Contact Information:

Educational Opportunity Programs & Special Community Services (EOP/SCS)

800 Sycamore Street
Waterloo, IA 50703
319-433-1220 fax 319-433-0160
<https://www.uni.edu/eop>

University of Northern Iowa Center for Urban Education (UNI-CUE)

800 Sycamore Street
Waterloo, IA 50703
319-433-1220 fax 319-433-0160
<https://www.uni.edu/eop/unicue>

Educational Opportunity Center (EOC)

800 Sycamore Street
Waterloo, IA 50703
319-433-1230 fax 319-433-0160
<https://www.uni.edu/eop/eoc>

Educational Talent Search (ETS)

800 Sycamore Street
Waterloo, IA 50703
319-433-1240 fax 319-433-0160
<https://www.uni.edu/eop/ets>

Classic Upward Bound (CUB)

800 Sycamore Street
Waterloo, IA 50703
319-433-1250 fax 319-433-0160
<https://www.uni.edu/eop/cub>

The Roy Eblen Speech and Hearing Clinic

This clinic offers speech and hearing services both to university and community members. These clinical services form an integral part of the program of professional preparation in speech-language pathology. Majors in communication disorders and speech-language pathology carry out clinical services under the supervision of the faculty and instructional staff in the Department of Communication Sciences and Disorders. Services offered include audiological evaluations, speech and language evaluations, and remediation for individuals of all ages with speech, language, and hearing problems.

UNI Child Development Center

www.uni.edu/cdc

The UNI Child Development Center is an accredited non-profit care and early learning facility designed to meet the needs of young children by providing quality programming within a safe and nurturing environment. The CDC provides high quality, full-time childcare for the children of faculty, staff, and students of the University of Northern Iowa.

The CDC serves as an educational laboratory for UNI students majoring in Early Childhood Education and other related fields, facilitating the students' learning about young children. Inclusionary special education services are integrated within all of our classrooms and serve identified students who need an individualized education

program. When a child is enrolled with special needs, staff are oriented in understanding that child's special needs and ways of working with the child in the group setting. Certified teachers, assisted by university students, provide instruction in the multi-age classrooms. The CDC goals include providing an innovative curriculum based on current research, developing of teacher education curriculum, and modeling developmentally appropriate evaluation processes.

The CDC is located in the Nielson Fieldhouse. The CDC serves approximately 62 children. The Center operates on the university calendar, offering programming during the academic year and summer sessions.

For more information on the programs offered, or to learn how to register your child, call the CDC at 319-273-3946. Or you may visit the CDC office located in the Nielson Fieldhouse, 1901 Campus Street, Cedar Falls.

The Fine and Performing Arts at UNI

Facilities

Department of Art

www.uni.edu/artdept

Kamerick Art Building

The Kamerick Art Building, which houses the Department of Art and the UNI Gallery of Art, was completed in 1985. The design of the building is based on an elegant modular plan and has won several architectural awards. The 67,000 square foot interior is divided into studios, classrooms, a lecture hall, visual resource center and offices. There is a state of the art computer lab and each studio area is well equipped with specialized tools for each artistic medium. The building has a beautiful courtyard adjacent to a striking glass atrium and serves as an anchor to the main east-west campus promenade. Designed in consultation with the foremost experts on health safety in the arts, Kamerick Art Building provides spaces that are beautiful, functional, and safe.

UNI Gallery of Art and UNI Permanent Art Collection

www.uni.edu/artdept/gallery

The UNI Gallery of Art is the exhibition and performance venue of the UNI Department of Art and serves as a vital cultural resource for the campus and the region. A yearly roster of diverse programming supports departmental curriculum as well as the university's goal to create and maintain an inclusive educational environment that prepares students to thrive in a diverse, global environment.

With a season of nine major exhibitions and supplementary public events like lectures and performances, the Gallery features some of the most outstanding artwork, innovative artists, and exciting speakers in contemporary art. Gallery programming stresses the cultivation of contemporary artists and scholars with diverse backgrounds, training, and art practices. The principal objective is to create crossover attendees and introduce to our viewers artists intersecting disciplinary, aesthetic, and cultural boundaries.

Another objective is to create bonds across disciplines and partner with other arts, culture, and education organizations. Recent efforts have resulted in campus-wide and cross-community events funded by major grants from the Iowa Arts Council, Humanities Iowa, and the Elizabeth Firestone Graham Foundation.

Educational employment opportunities are also offered to UNI students interested in careers in arts administration and museum studies. The Gallery's student staff gains valuable experience in museum and gallery management through Work Study, Cooperative Education internship, and volunteer opportunities.

The Gallery houses most of the UNI Permanent Art Collection in a state of the art storage and research facility. Among the nearly 3,000 objects in the Collection are art objects by prominent artists such as Berenice Abbott, Josef Albers, Romare Bearden, George Grosz, Philip Guston, Pablo Picasso, Rembrandt, Jaune Quick-To-See Smith

and Jerry Uelsmann. This collection is complemented by numerous public art works, particularly projects funded by the Iowa Art in Public Buildings Program, and includes works by such noted artists as Fletcher Benton, Dale Chihuly, Gary Kelley, Ray King, and Dennis Oppenheim.

Gallery and Art Collection tours may be booked by appointment. For additional information visit www.uni.edu/artdept/gallery.

Art Computer Lab

The Computer Lab is located on the second floor of Kamerick Art Building, adjacent to the Graphic Design Studios. Students and faculty in the Department of Art have access to an impressive array of state of the art equipment and software for working with typography and layout, digital photography, animation and video editing.

Department of Communication Studies

www.uni.edu/commstudies

Lang Hall

UNI Interpreters Theatre serves as both a teaching studio for performance studies classes and as a performance/rehearsal space for public performances. The 100-seat flexible black-box style studio is equipped with full light and sound support.

School of Health, Physical Education and Leisure Services

www.uni.edu/coe/departments/school-health-physical-education-leisure-services/overview/facilities-and-locations

The nationally award winning Wellness/Recreation Center houses the School of Health, Physical Education & Leisure Services and is the home of the dance program. Opened in 1997 the building includes the dance studio, additional movement spaces, seminar rooms and classrooms, research labs and faculty and administrative offices necessary for dance classes, dance rehearsals and the dance curricula. Additional facilities used for performances include Lang Hall, Russell Hall, Gallagher-Bluedorn Performing Arts Center on campus and the Oster-Regent Theatre in downtown Cedar Falls.

School of Music

Russell Hall and Gallagher-Bluedorn Performing Arts Center

www.uni.edu/music

Russell Hall has been the home of the School of Music since 1962. Completely renovated and expanded in 2008, the building contains a 400-seat auditorium, jazz and chamber music rehearsal halls, recording facilities, a music technology lab, several music education classrooms, office space for music faculty and staff, and over 35 practice rooms. In spring of 2000, the School of Music expanded into the Gallagher-Bluedorn Performing Arts Center, creating additional space for School of Music students, faculty, ensembles, and concert events. For more information visit www.uni.edu/music.

The Fine and Performing Arts at UNI

Department of Theatre

www.uni.edu/theatre

The Strayer-Wood Theatre

Constructed in 1978, the Strayer-Wood Theatre was the first theatre built in Iowa with public funds, acknowledging the state's responsibility to serve the campus and the community through the arts. The building features two fully-equipped theatre spaces: a 500-seat convertible thrust/proscenium theatre and a black box (see The Bertha Martin Theatre below) as well as support spaces, an alternative performance space, classrooms and offices for the Department of Theatre and Theatre UNI. The university's student-performed plays and musicals occur in the Strayer-Wood.

The Bertha Martin Theatre

A part of the Strayer-Wood complex, the Bertha Martin Theatre is a 125-seat flexible black-box style theatre with full light and sound support. Used primarily for public performances of plays and musicals, the theatre is also in heavy use as a rehearsal and training space for theatre classes. It was equipped and partially funded with a bequest from the students of Bertha Martin, the founder of the theatre program at the university.

Programs

Department of Art

www.uni.edu/artdept

Visiting Lecturers Series

Each year the Department of Art hosts a number of prominent artists, designers, art educators, art historians, and critics who present public lectures and teach studio workshops. Students have the opportunity to meet and exchange ideas with many art world luminaries as they learn about career opportunities, contemporary trends, and critical issues within the fields of art, design and art education.

Student Exhibition Opportunities

Art students are encouraged to exhibit their work in a variety of gallery spaces. The UNI Gallery of Art hosts the Annual Juried Student Art Exhibition each spring as well as Vertigo A-Go-Go, a yearly evening of student performance art. Students also mount exhibitions in the Dean's Triangle, located in the Communication Arts Center and the student-run In-Use Gallery on the second floor of the Kamerick Art Building.

Department of Communication Studies

www.uni.edu/commstudies

UNI Interpreters Theatre

Is a co-curricular program in the Department of Communication Studies that involves students from across campus. In this performance group, small-scale productions based on social and cultural issues, oral histories, and traditional performances of literature are created and performed. Some of the subjects covered in the past include eating disorders, children's literature, rural farm families, and romance readers. Students do not need to have prior performance experience to participate. For further information, contact Dr. Karen Mitchell in the Department of Communication Studies at 319-273-2640.

School of Music

www.uni.edu/music/

Undergraduate Programs

The School of Music at UNI enrolls approximately 350 students in various degree programs. These students participate in a wide array of course offerings including music education, music theory, music history, performing ensembles, and applied lessons. Undergraduate course programs include the core curriculum (Liberal Arts Core) plus courses specific to the selected major in music. These degree programs range from 120-149 credit hours for completion.

Majors in Music:

- Bachelor of Arts (five tracks): General Studies, Jazz Studies, String Pedagogy, Performing Arts Management, and Music Technology;
- Bachelor of Music in Performance;
- Bachelor of Music in Composition-Theory;
- Bachelor of Music in Music Education (three specializations).

Minors in Music:

- Music;
- Jazz Studies.

Graduate Programs

The UNI School of Music awards graduate degrees (Master of Arts and Master of Music) with seven areas of concentration. Each degree requires a minimum of 30 semester hours in graduate-level courses for degree completion.

Majors in Music:

- Master of Arts;
- Master of Music in Performance (three specializations);
- Master of Music in Composition-Theory;
- Master of Music in Music Education (on-campus program);
- Master of Music in Music Education (off-campus program);
- Master of Music in Music History;
- Master of Music in Conducting;
- Master of Music in Jazz Pedagogy;
- Master of Music in Piano Performance and Pedagogy; and
- Artist Diploma I and II program certificates.

Gallagher-Bluedorn Performing Arts Center

www.gbpac.org

Artists Series

Over 30 internationally-acclaimed artists are presented each season in UNI's Gallagher-Bluedorn Performing Arts Center. From Broadway to baroque to the blues, the center hosts performances as well as educational residencies, allowing UNI students to interact with world stars.

Department of Theatre

www.uni.edu/theatre

In addition to a full curriculum of theatre classes, the Department of Theatre offers a full range of productions throughout the year. It normally produces drama, musicals, theatre for young audiences, and original or experimental work.

Theatre UNI

The production arm of the Department of Theatre, Theatre UNI produces a fully mounted 4-6 show season of work featuring student performers and technicians.

Sturgis Youth Theatre

This program seeks to provide theatre education classes to and in the community, and produce high quality theatre by and for young audiences off-campus.

Student Participation and Organizations in the Arts

Department of Art

www.uni.edu/artdept

There are many ways for students to be involved in the campus arts scene at UNI. Lectures and exhibitions in the UNI Gallery of Art are free and open to the public. Students can serve on university committees such as the Art & Architecture Committee which commissions and purchases public art work for the Iowa Art in Public Buildings Program. The UNI Gallery of Art also welcomes student volunteers who wish to gain experience in hanging exhibitions and caring for artwork.

Art Official

All students are invited to join Art Official, the UNI student art organization. Each year, Art Official organizes a number of engaging activities that encourage participants to live creatively. Art Official plans trips to regional galleries and museums and sponsors other events such as the annual Halloween dance and costume contest.

SAEA

The Student Art Education Association allows Art Education majors in the Department of Art to interact with the Art Education faculty, the Iowa Art Education Association, and the National Art Education Association. SAEA sponsors numerous events related to art education and encourages networking between students and professional teachers working in the field.

Department of Communication Studies

www.uni.edu/commstudies

UNI Performance Studies Program

All university students and staff are invited to attend public performances in the UNI Interpreters Theatre, free of charge. Participation in productions is open to all UNI students and community members. Auditions are held at various times throughout the academic year. Those interested in non-performance participation are also needed for technical support. For further information, contact

Dr. Karen Mitchell in the Department of Communication Studies at 319-273-2640.

School of Health, Physical Education and Leisure Services

www.uni.edu/dance

Dance classes and the dance performing groups are housed in the School of Health, Physical Education and Leisure Services. Students receive academic credit for participating in the performing groups.

International Dance Theatre

This dance company is the student-based performing group of the UNI Folk and Ballroom Dancers. It performs a varied repertoire of multicultural and ballroom dances from around the world, including the United States. It is open to all interested UNI students, faculty and staff and is governed by elected student officers. The company presents two formal stage concerts a year. In addition, it presents numerous road shows and mini-concerts each year. The group is also available for school residencies which can include assembly performances as well as workshops for multicultural dance for all grade levels.

Orchesis Dance Company

This dance company is comprised of students interested in pursuing the choreography, performance, and production of ballet, jazz, modern, and tap styles of dance. Members are selected through auditions held toward the end of fall and spring semesters. It is governed by elected student officers. Orchesis presents two formal stage concerts a year. The company is also available for performances, clinics, and classes for the community.

Young Peoples Dance Theatre

This group is a before and after school dance program offered to second through fifth grade boys and girls in local schools. It provides a variety of dance forms with an emphasis on creative movement throughout the year plus international folk dance during the Fall session and an exposure to ballet, jazz and tap dance during the Spring session. UNI students serve as instructors.

School of Music

www.uni.edu/music

Many music organizations and ensembles are open to all students by audition or application. Participation by non-music majors is encouraged. Credit is available to all who participate. Among the groups offered are:

- **VOCAL**
Chamber Singers, Concert Chorale, UNI Opera Ensemble, UNI Singers, Varsity Men's Glee Club, Women's Chorus, and Cantorei;
- **INSTRUMENTAL**
Chamber Orchestra, Jazz Bands I, II, III, Panther Marching Band, Symphonic Band, Symphony Orchestra, and Wind Symphony;
- **SPECIALTY GROUPS**
Chamber Winds, Horn Choir, Jazz Combos, Northern Iowa Flute Choir, Percussion Ensemble, Clarinet Ensemble, Taiko Drum Ensemble, String Chamber Music, UNITUBA Ensemble, West

The Fine and Performing Arts at UNI

African Drum Ensemble, and others. For additional information visit www.uni.edu/music.

Gallagher-Bluedorn Performing Arts Center

www.gbpac.org

The GBPAC offers numerous internships and job opportunities, including event management, stagehands, marketing, and education. For more information call 319-273-3660.

Department of Theatre

www.uni.edu/theatre

All university students and staff are invited to attend the productions in the Strayer-Wood and Bertha Martin Theatres. Tickets are free for UNI students. Theatre productions are often used in university classes as experiential learning opportunities.

All productions by Theatre UNI are open to participation by any enrolled UNI student. Auditions are held early in the semester or at times publicized on the Theatre website (www.uni.edu/theatre) and in the campus press. Students interested in non-performance participation can make a contribution in scenery and properties construction, costume and wardrobe, makeup and hair, lights and audio production, front of house, and stage management by contacting the Theatre office 319-273-6386 or the production's director.

UNISTA

The UNI Student Theatre Association is housed within the Department of Theatre and is composed of any students involved in theatrical production on campus; they need not be theatre majors or minors. It functions as an independent production organization that produces several small budget plays or musicals each year in the Strayer-Wood Theatre or other venues around the campus on an application basis.

Alpha Psi Omega

A National Honorary Fraternity for students participating in theatre at UNI. This organization performs service projects around the community and hosts an annual awards and honors banquet commemorating the previous year's season.

USITT

UNI's USITT Student Chapter is dedicated to providing opportunities to technical theatre students to learn, discuss, and hone their skills as young artists, technicians and managers. We offer a community to technical theatre students and help provide assistance to students who wish to attend the national USITT conference each year. This conference presents students with workshops, portfolio reviews and networking opportunities with theatre professionals.

Community Participation and Organizations in the Arts

Department of Art

www.uni.edu/artdept

The Department of Art promotes the arts not only on the UNI campus but also in the greater Cedar Valley. The department sponsors joint exhibitions with local arts organizations such as the Hearst Center for the Arts in Cedar Falls and the Waterloo Center for the Arts. Faculty

members within the Department of Art actively exhibit their work locally, regionally, nationally, and internationally. Many curate and organize exhibitions of works by other artists for galleries within the community. Faculty members are also active participants on boards, committees, and panels for local, state, and national arts organizations.

School of Health, Physical Education and Leisure Services

www.uni.edu/coe/hpels

Participation in the dance performing groups is open to UNI faculty, staff and local community members as well as UNI students. The companies are available for performances, workshops and assembly programs for local and statewide groups.

They collaborate with the Artists Series program of the Gallagher-Bluedorn Performing Arts to host visiting dance artists for master classes and informal gatherings.

The dance faculty members are actively engaged in state, regional, and national level professional organizations and art organizations. They regularly attend conferences and they encourage and assist students in attending these as well.

School of Music

www.uni.edu/music

UNI Suzuki Program

The UNI Suzuki School, founded in 1976, offers individual and group lessons in violin, viola, cello, flute, harp, and guitar (based on the Suzuki philosophy) to approximately 200 northeast Iowa students, ranging from ages 3 to 18, to adults. In addition, the school includes several levels of theory classes, small ensemble sessions, and participation with visiting artists to the university community. The school provides annual individual/group recitals and outreach performance opportunities. It also sponsors an advanced violin performance group Fiddlesticks, the Northern Iowa Junior Orchestra (area string students in grades 6-8), and the Northern Iowa Youth Orchestra (area string students in grades 9-12). The school is also part of a collaborative effort with the Center City for the Arts in Waterloo to bring quality violin instruction to students in the urban neighborhood. This project is called Music Works and provides year-round scholarships and instruments to these youths. There are opportunities for UNI students to teach and observe.

UNI Community Music School

The UNI Community Music School, founded in 2006, offers private lessons for beginning, intermediate, and advanced students, and outreach teaching opportunities for UNI School of Music students. Instruction is individually designed to meet each student's needs and is offered in cooperation with the public/private/parochial school programs. During each semester, students participate in an informal Performance Class/Recitals where they share their music with other students, family, and friends. The *Northern Iowa Children's Choir (NICC)* was formed in January of 1997 in order to provide an additional choral experience for the students in the Cedar Valley area, to offer opportunities for the music education majors at UNI to work with children in a choral setting, and to serve as a model for teaching, conducting, and management for all UNI students. The members of NICC represent approximately 30 different schools

and range in age from those entering grade four to those completing grade eight. These students have been accepted into the choir through audition. The **UNI New Horizons Band** was started January of 1999 to give an opportunity for those 50 years of age or older to take group lessons and play in band. This includes beginners, those who may have previously played or those who currently play a band instrument. There are opportunities for UNI students to be involved in teaching group lessons to members.

For more information visit www.uni.edu/music.

Gallagher-Bluedorn Performing Arts Center

www.gbpac.org

Friends of the Gallagher-Bluedorn offers the opportunity to support programming and educational programs with membership in the organization.

GBPAC Advisory Board. The GBPAC is made up of an advisory board consisting of representatives from the community, UNI students, and faculty.

Department of Theatre

www.uni.edu/theatre

Friends of Theatre UNI

UNI's oldest community support organization and one of the nation's first community support organizations for an academic theatre program, was founded in 1978 as a way for the local community to recognize and support the contributions made by the theatre and its programs. It has supported visiting artists, scholarships, and theatre trips to London, Minneapolis, and Chicago. Over the years, it has provided volunteers, works of art for the theatres, and generous hospitality to the theatre's patrons.

Academic Regulations

Assessing Student Learning at UNI

UNI is committed to the assessment of student learning for purposes of the ongoing improvement of curriculum, programs, and services offered by the university and for accreditation processes. Students, faculty, staff, and administrators all play a role in student learning and all benefit from the creation of useful and meaningful assessment strategies and information.

Assessment activities at UNI are conducted by academic, administrative, and student affairs departments and units and may take the form of surveys, standardized tests, program evaluation forms, focus groups, student projects, student reflective activities, or any of a variety of other mechanisms. Some assessment instruments are given to specific groups of students; others are given to students randomly selected from a group or groups of students. Assessments may be administered both inside and outside of the classroom. Some assessments may be voluntary; others may be required.

Assessment-related data are kept confidential for individual students and are released only in aggregate form. Unless the assessment tool is also part of the assignments for a course, student performance in the assessment activity does not affect course grades or progress toward graduation.

Additional information about assessment policies and processes at UNI can be found on the website for the Office of Academic Assessment www.uni.edu/assessment. Questions about assessment at UNI can be directed to the Office of Academic Assessment and the Office of Institutional Research.

Academic Program: Student Load

The registration of every student is subject to the approval of her/his advisor.

The regular work of an undergraduate student for the fall or spring semester usually consists of 16 or 17 hours. First semester students are limited to a maximum of 18 hours.

Students may register for hours up to and including the limits indicated below without obtaining special permission:

- Probation and Warning Students: 14 hours
- All Other Undergraduates: 18 hours
- Graduate Students: 15 hours

Undergraduate students who wish to register for an overload must contact the Office of the Registrar for approval **prior to registration**.

The normal maximum undergraduate student load during the summer session is one semester hour per week of instruction. Undergraduate students who wish to register for an overload must seek approval through the Office of the Registrar.

Graduate students who wish to register for an overload must submit an online graduate Student Request. A 3.00 GPA or above at UNI will usually be required for consideration of an overload request.

The maximum graduate student load during each semester of the academic year is 15 hours. Persons employed full-time should not register for more than 6 hours of graduate credit in any semester of the academic year.

The normal maximum graduate student load during the eight-week summer session is 9 hours; for shorter summer sessions the normal maximum load is 1 credit hour per week (i.e., 4 credit hours for a four-week session, 6 credit hours for a six-week session).

Exceptions to load restrictions for graduate students may be granted only by the Graduate College.

Classification of Students

Earned Semester Hours:

- Freshman: less than 30 hours
- Sophomore: 30-59 hours
- Junior: 60-89 hours
- Senior: 90 hours and over

Full-time/Part-time Status

Fall and Spring Semesters

Undergraduate

- Full-time: 12 or more hours
- 3/4 time: 9-11 hours
- 1/2 time: 6-8 hours
- Less than 1/2 time: 1-5 hours

Graduate

- Full-time: 9 or more hours
- 3/4 time: 7-8 hours
- 1/2 time: 5-6 hours
- Less than 1/2 time: 1-4 hours

Summer Session*

Undergraduate

- Full-time: 9 hours
- 3/4 time: 7-8 hours
- 1/2 time: 5-6 hours
- Less than 1/2 time: 1-4 hours

Graduate

- Full-time: 7 hours
- 3/4 time: 6 hours
- 1/2 time: 4-5 hours
- Less than 1/2 time: 1-3 hours

* The above specifications **apply only to eight-week courses**. For the specifications which apply to four- or six-week session courses or a combination, consult the Office of the Registrar.

Change of Registration

Students may add classes, without approval, during the first seven (7) instructional class days of a semester. After the seventh instructional day of the semester and before the end of the third week of the semester, the student must have departmental approval to add a class. For the summer sessions a proportionately equal amount of time is allowed at the beginning of a session for adding classes.

Approval to add a course after the third week of the term is rare and is at the discretion of those approving the request. To add a class for credit after the third week of a term, the student must have the approval of the instructor, the student's advisor, and the head of the department in which the course is offered. Courses dropped after the deadline for dropping with a *W (Withdrawn)*, which is 10 calendar days after the end of the first half of the fall and spring semesters and at the mid-point of half-semester and summer session courses, will be recorded as *F (Failed)* unless there are unusual circumstances and the student is doing passing work - in which case the instructor, the student's advisor, and the head of the department in which the courses are offered may approve a grade of *W*.

Pertinent dates governing the dropping and adding of courses, change to or from ungraded credit, and deadlines for making changes without charge are contained in the Schedule of Classes for that particular session.

Withdrawal Refunds or Fee Reduction

The information below applies to students who withdraw completely from school during a semester or summer session. **Dropping one or more classes does not constitute a withdrawal unless students drop all classes for which they are registered.**

If credit is earned during the period of enrollment, there is no refund or reduction of academic fees. For any two- or three-week session, there is no refund or reduction of academic fees. Room and board refunds are made according to agreement set out in the Contract for Room and Board.

Academic fees for a student enrolled for a regular semester or summer session who withdraws from the university will be reduced by the percentage indicated in the table below, beginning with the date of formal withdrawal with the Office of the Registrar. The amount of reduction will vary from 90 to 25 percent. For summer sessions, reduction percentages are on a day-count basis. (Please see the Schedule of Classes for information pertaining to a particular semester or summer session.)

Fall/Spring Semester

Percentage of fee reduction	Withdrawal during specified weeks
100	before classes begin
90	first week
75	second week
50	third week

25	fourth week
0	after fourth week

Summer Session*

8-week or longer session

Percentage of fee reduction	Withdrawal on day number
100	before classes begin
90	1-3
75	4-6
50	7-8
25	9-10
0	11th day and beyond

6-week sessions

Percentage of fee reduction	Withdrawal on day number
100	before classes begin
90	1-2
75	3-4
50	5-6
25	7-8
0	9th day and beyond

4-week sessions

Percentage of fee reduction	Withdrawal on day number
100	before classes begin
90	1-2
75	3
50	4
25	5
0	6th day and beyond

* No refund for two- or three-week sessions.

Withdrawal Procedure

A student who has started attending classes, and who finds it necessary to withdraw completely from school, initiates the withdrawal through the Office of the Registrar. Those students who live in residence halls must also cancel the housing contract through the hall coordinator of the residence hall in which they live. Those students receiving financial aid must contact the Office of Student Financial Aid. Students who wish to drop one or more courses and yet remain enrolled should consult the section Change of Registration.

A student who has registered but decides not to come to the University of Northern Iowa should advise the Office of the Registrar **in writing** at as early a date as possible of the need to cancel the registration, listing the reason(s) for withdrawing from the university. Withdrawal after classes begin will result in a tuition charge.

Student Identification Card (uCard)

Each new student receives an identification card (uCard) which is used throughout attendance at the university. A fee of \$25.00 is charged to replace this uCard.

Policy on Class Attendance and Make-up Work (3.06)

Purpose:

It is the expressed focus of the University of Northern Iowa to further the educational development of each of its students. On occasion events will necessitate a student's absence from class. This policy delineates the responsibilities of faculty members and students relating to class attendance and make-up work.

Definition:

The term "faculty member(s)" when used in this policy includes all regular, full-time faculty and all part-time course instructors, regardless of any other University employee classification which applies to the individual who teaches on a part-time basis.

Policy

A. General Provisions

1. Faculty members who choose to have policies related to attendance and make-up work must distribute those policies by the end of the first week of instruction.
2. Students must adhere to each faculty member's policies regarding attendance and make-up work.
3. Faculty members who require attendance at activities or events that may conflict with a student's otherwise regularly scheduled classes are expected to be reasonable in setting these requirements. If a faculty member will require student attendance at an activity or event outside of the regularly scheduled class period, the affected students must be provided with written notice at least 10 university class days in advance of the event during the fall or spring semester and by the third day of the course for any summer term class. The faculty member must provide each student with a notice that can be given to the faculty member who instructs another course affected by the required attendance of the student. It is then the student's obligation to notify the other faculty member. In the case of extracurricular activities, a semester-long schedule should be prepared and distributed to the participating students at the beginning of the semester. It is the student's obligation to provide the schedule to his/her other faculty members. A student may not be penalized for missing a course activity which is outside of their regularly scheduled class time and conflicts with his/her other scheduled courses. If a faculty member has course activities which require attendance outside of scheduled class time, that faculty member must either provide the student an opportunity to make up the missed activity or event, or have in place a make-up policy that does not unjustly penalize a student for the missed activity or event.

B. Absences

Occasionally, students will have reasonable cause to miss class. In order for both faculty members and students to plan effectively for these absences, the following procedures have been developed. Faculty members are encouraged to take into account the reason for an absence and make appropriate accommodations. Students are still responsible for demonstrating achievement of course learning goals, even when absences are necessary or reasonable. In situations with many absences, it may be most appropriate for the student to withdraw and retake the course in a future semester.

1. In the case of mandatory excused absences, students must be allowed to make up missed work, complete an equivalent assignment, or the professor and the student may mutually agree to waive the assignment without penalty. Faculty members have the discretion to determine what constitutes an appropriate make up work assignment. Some course requirements may not require a make-up, such as in cases where the class work has a very minimal point value or where the course requirement of minimal point value is a part of a series of dropped assignments.

a. The following absences must be excused:

- Required university related absences, including but not limited to athletic games/matches/meets or their equivalents,
- Absences due to military duty or veteran status, including service-related medical appointments where failure to appear might result in a loss of benefits.
- Absences because of pregnancy or childbirth for as long as the student's doctor deems the absences medically necessary. When a student returns to school, she must be allowed to return to the same academic and extracurricular status as before her medical leave began.
- Legally mandated absences such as jury duty or court subpoena.

b. Students participating in required university or legally mandated absences must inform each faculty member of their known and anticipated absences as far in advance as possible. Failure to inform faculty beforehand, when it is clearly possible to do so, may be treated as an unexcused absence.

c. Faculty are not required to offer make-up work for extra credit tasks or assignments.

2. Except as outlined in B1, faculty members have the discretion to determine the reasonableness of absences due to extenuating circumstances, either predetermined or unexpected. Such absences include but are not limited to: non-university sanctioned educationally appropriate events and activities (e.g. attendance at a professional conference, lecture on campus); illness; significant personal emergency; bereavement; obligatory religious observances, etc.

a. When an absence is deemed "reasonable", the faculty member provides the student an opportunity to make up missed work, or has in place a make-up policy that does not unjustly penalize a student for the absence.

b. Remedies for missed work due to a "reasonable" absence include but are not limited to replacement assignments; policies which may allow students to drop a certain number of assignments or exams; policies which might average a score for a missed exam or account for it in other ways, etc.

c. In each of these remedies, a "reasonable" standard should apply. In determining whether a remedy is reasonable, consideration should be given to the published syllabus.

C. Make-up Work Grievances Arising from Absences

Should a faculty member refuse to allow a student to make up missed work, the faculty member's decision can be appealed by the student using the grievance process outlined in Section 7 of 12.01 Student Academic Grievance Policy.

(Faculty Senate, approved December 2, 2013)

(President's Cabinet, approved March 3, 2014)
 (President and Executive Management Team, approved March 4, 2014)

Course Credit Expectation

An academic semester contains 15 weeks (approximately 75 days) of instruction. Students enrolled in courses whose mode of instruction is lectural/discussion-based should expect to have 15 hours of class contact over the length of the semester for each hour of credit available. Students should plan to spend two hours of preparation per credit hour each week of the term. Students enrolled in courses whose mode of instruction is activity-based should expect to have 30 hours of class contact over the length of the semester for each hour of credit available. Students enrolled in courses offered on a shorter-term basis should expect their class contact to be proportionately increased to be comparable with semester long course expectations.

Final Examination Information

The final examination schedule applies both to faculty and students. Unless previous arrangements have been made, it is expected that the official schedule in the semester Schedule of Classes will be followed.

A comprehensive final examination, if required, must be administered at the time indicated on the final schedule. No final comprehensive examination shall be administered to a class within the last two weeks prior to the officially scheduled final examination period (excluding summer sessions or half-semester courses). In the week prior to the beginning of the final examination period, unit tests, papers, projects, and other assignments are permissible if announced in the course outline/assignment sheet/syllabus or prior to midterm.

For those classes which do not, in the instructor's judgment, require a final comprehensive examination the time of the officially-scheduled final examination will be used for other appropriate class activities, such as evaluation, reports, performance, or regular class work. Therefore, it is expected that the class will meet at the time of the officially-scheduled final examination, whether or not a final examination is administered.

The department heads shall have the responsibility for seeing that the final examination schedule and the relevant policies are followed. Students may report policy violations to the appropriate department head, in accordance with the university academic grievance procedures.

Policies Regarding Course Grades of Incomplete

To receive credit for course work a student is required to be in attendance for the full semester. Exceptions to this rule are rarely made.

Work lost by late enrollment or by change of registration may be made up for credit by an undergraduate student with the consent of the Office of Academic Affairs. Graduate students must have the consent of the Dean of the Graduate College.

Work lost because of absence due to illness, or other extenuating circumstances, may be made up, but arrangements for making up work missed are made between the student and the instructor.

Work left incomplete at the end of a semester or summer session will be reported as *F (Failure)* unless a report of *I (Incomplete)* has been authorized by the instructor. The *Incomplete* is restricted to students doing satisfactory work in the class who, because of extenuating circumstances, are unable to complete the work of the course. The *Incomplete* is limited to assigned work during the final sixth of the term. If a course is reported as *Incomplete*, a student is not prevented from registering for another course for which the incomplete course is a prerequisite.

Undergraduate

Work reported as *Incomplete* for **undergraduate** students in the fall semester must be completed by July 1st the next calendar year. Work reported *Incomplete* in the spring semester must be completed by December 1st. Work reported as *Incomplete* in the summer session must be completed by February 1st the next calendar year. The exact length of time to remove the *Incomplete* within the above guidelines, is set by agreement between the instructor and the student. If the work reported as *Incomplete* is not made up by the deadline noted above, it is automatically entered as an *F (Failure)* on the student's record. However, if for sufficient cause an *Incomplete* cannot be removed in the time allowed, a request for an extension of time may be made to the instructor of the course. The extension, if approved, is for a period of up to another six months as designated by the instructor.

Graduate

Work reported as *I (Incomplete)* in the fall session for graduate students must be completed by June 1st the next calendar year. Work reported *Incomplete* in the spring and summer sessions must be completed by January 1st the next calendar year. The exact length of time to remove the *Incomplete* within the above timelines, is set by agreement between the instructor and the student. If the work reported as *Incomplete* is not made up by the deadline noted above, it is automatically entered as an *F (Failure)* on the student's record.

Any requests for an exception to the above timelines for graduate students must be submitted on-line through MyUNiverse (refer to Filing Graduate Student Requests). Only under the most unusual circumstances would requests for additional time be approved.

Some courses continue beyond the normal ending date of the semester or session. In such cases, the initial grade reported will be an *RC* which means *Research* or *Course Continued*. Once the extended instructional period is finished, the *RC* grade will be replaced with the A-F grade assigned by the instructor.

Regression

Regression occurs when a student enrolls in a course which has content fundamental to another course the student has previously completed successfully. When such regression occurs, the regressive course will be available on an ungraded (credit/no credit) basis only. Credit may be earned but the hours earned will increase the student's minimum degree hour requirement by an equal amount.

The decision as to whether a course is regressive is made by the department offering the courses. Regression does not occur when the more advanced course was failed. (Courses to which this policy applies will be identified in the Schedule of Classes.)

Duplication

When two courses have content which is highly similar, e.g., one for the liberal arts core and one for major/minor requirements, the department offering the course(s) will determine if degree credit can be earned in both courses. If the department will not allow degree credit in both courses, the credit in the course taken second will increase the student's minimum degree hour requirement by an equal amount. Such second courses may be completed only on an ungraded (credit/no credit) basis.

Marks and Grade Points

The marks A, B, C, D, F (Failed), and I (Incomplete) are used in indicating quality of work. Courses dropped during the first one-eighth of the semester or summer session are not recorded on the student's record. Courses dropped during the second- through fourth-eighth of the term are indicated on the student's record by W (Withdrawn). For courses dropped during the final one-half of the term (the specific date of the last day to drop a course without an F is listed in the Schedule of Classes for each semester), F (Failure) shall be reported unless for unusual circumstances specific permission is given to report otherwise.

The time for dropping classes in the summer session is proportionately shorter than in the regular semester. Date deadlines for dropping or adding courses are given in the Schedule of Classes for each semester and the summer session.

Grade points are awarded as follows.

For each hour of credit marked:

- A, 4.00 grade points
- A-, 3.67 grade points
- B+, 3.33 grade points
- B, 3.00 grade points
- B-, 2.67 grade points
- C+, 2.33 grade points
- C, 2.00 grade points
- C-, 1.67 grade points
- D+, 1.33 grade points
- D, 1.00 grade point
- D-, 0.67 grade points
- F, 0.00 grade points

Grade Index

In determining a student's cumulative grade index, all course work attempted at this university shall be used as the basis of computation with the following exceptions for students enrolled as undergraduates. If a student repeats successfully a course s(he) has previously failed, only the grade received for the successful completion will be included in figuring the cumulative grade point. If a student repeats a course s(he) has successfully completed, the grade received the last time the student takes the course will be used in figuring the grade index even though the last grade may be lower than the grade received previously. **The student's transcript of record will show every time the course is taken and the grade earned.** Post-baccalaureate students as undergraduates enrolled for work to meet requirements for certification as elementary or secondary teachers are given the same

grade index advantage as is given undergraduate students for courses repeated. This applies only to those courses required for certification. If a graduate student repeats a course, both grades count in computing the index.

Failed Courses

A course taken in an on-campus setting, which was failed, may be repeated but must also be taken in a like on-campus setting. A UNI course which was failed may be repeated at another accredited college or university as long as the course has been determined and approved to be an equivalent to the original course. A course that has been failed may not be repeated by correspondence (specified as Guided Independent Study at UNI), nor may credit be established by examination for a course which has been taken previously and failed. A correspondence/UNI Guided Independent Study course which has been completed and failed may be repeated through correspondence/UNI Guided Independent Study.

Undergraduate Academic Standing Policy

Undergraduate students at the University of Northern Iowa are expected to meet academic standards set by the university and to demonstrate satisfactory academic progress towards earning a degree. Academic Alert and Academic Probation serve to warn students that unless their academic performance improves, s/he may be placed on Academic Suspension. No student in his/her first-semester in attendance at the University of Northern Iowa will be placed on Academic Suspension.

First-semester students (freshmen and transfer students) at the University of Northern Iowa placed on Academic Alert or Academic Probation may be subject to conditions designed to increase academic success. A student who does not agree to these conditions may have her/his course schedule canceled for the semester.

All continuing students (students who are in their second semester or beyond at UNI) who are placed on Academic Probation should also seek assistance for academic improvement from academic advisors, the Academic Learning Center, or the Counseling Center.

Academic Alert

Any **first-semester student** who has a 1.00 – 1.99 UNI semester GPA will be placed on Academic Alert. Only first-semester students new to the university can be placed on Academic Alert. While on Academic Alert, the student will be limited to 14 credit hours. Academic Alert is not recorded on the student's official academic transcript.

At the end of a student's semester on Academic Alert, one of the following actions will be taken:

- The student will be placed on Academic Probation if his/her UNI cumulative GPA is less than a 2.0
- The student will be removed from Academic Alert and shall be in Good academic standing if his/her UNI cumulative GPA is a 2.0 or higher.

Academic Probation

Any **first-semester student** who has a UNI semester GPA below 1.0 will be placed on Academic Probation. Also, any **continuing student** will be placed on Academic Probation when their UNI cumulative

GPA is below a 2.0. A student placed on Academic Probation must earn a minimum UNI semester GPA of 2.0 for each semester while on Academic Probation until his/her UNI cumulative GPA reaches 2.0 or higher.

While on Academic Probation, a student will be limited to 14 credit hours. Once a student's UNI cumulative GPA reaches 2.0 or higher, s/he will be removed from Academic Probation. Academic Probation is not recorded on the student's official academic transcript.

At the end of a student's semester on Academic Probation, one of the following actions will be taken:

- The student will be placed on Academic Suspension if his/her UNI semester GPA is less than a 2.0.
- The student will continue on Academic Probation if his/her UNI semester GPA is a 2.0 or higher and his/her UNI cumulative GPA remains below a 2.0.
- The student will be removed from Academic Probation and shall be in Good academic standing if his/her UNI cumulative GPA is a 2.0 or higher.

Academic Suspension

A student on Academic Probation who fails to earn a UNI semester GPA of 2.0 will be placed on Academic Suspension. Academic Suspension is for a minimum period of one calendar year and is permanently noted on the student's official academic transcript. Once suspended, a student will not be allowed to re-enroll at the University of Northern Iowa until he/she has been academically reinstated.

Readmission after Suspension

Academic Suspension is for a minimum period of one calendar year. Only the most extenuating circumstances would warrant consideration for readmission before the minimum of one academic year has elapsed.

An undergraduate student who has been placed on Academic Suspension may be readmitted only after completing the *Application for Readmission from Academic Suspension* and receiving formal reinstatement from the Committee on Admission, Readmission, and Retention. The *Application for Readmission from Academic Suspension* can be completed and submitted online at www.uni.edu/registrar. As a condition of reinstatement, a student may be subject to stipulations designed to increase academic success. A student who does not agree to these conditions may be denied readmissions or have her/his course schedule canceled for the semester.

A student who is readmitted after suspension will be placed on Academic Probation following Suspension beginning with the semester immediately following his/her return to UNI. A student readmitted after suspension must earn a minimum UNI semester GPA of 2.0 for each semester after being readmitted until his/her UNI cumulative GPA reaches 2.0 or higher. While on Academic Probation following Suspension, the student will be limited to 14 credit hours for a semester.

Academic Suspension for a second time is considered permanent. Only the most extenuating circumstances would warrant consideration for readmission from Academic Suspension a second time.

At the end of a student's semester on Academic Probation following Suspension, one of the following actions will be taken:

- The student will be permanently academically suspended if his/her UNI semester GPA is less than a 2.0.
- The student will continue on Academic Probation following Suspension if his/her UNI semester GPA is a 2.0 or higher and his/her UNI cumulative GPA remains below a 2.0.
- The student will be removed from Academic Probation following Suspension and shall be in Good academic standing if his/her UNI cumulative GPA is a 2.0 or higher.

Graduate Probation and Suspension

Refer to Graduate Degree Requirements in this University Catalog.

Dean's List

To be eligible for the Dean's Honor List, which is published each fall and spring semester, a student must have earned a grade point average of no less than 3.50 while completing at least 12 semester hours in **graded** work or in field experience in that semester. A Dean's Honor List is not compiled for the summer session, nor does the list include graduate students.

Graduation with Honors

Three levels of honors are awarded to students on graduation from a bachelor's degree curriculum. To receive an honor rating, the student must earn not less than 55 semester hours of credit at this university (effective Spring 2008). Only credit *earned in residence at this university* is considered in making honor awards, except for students graduating with the Bachelor of Liberal Studies degree in which case both residence and non-residence credit taken at this university is considered.

The names of the students receiving honors are identified in the commencement program and on their academic transcript.

Summa Cum Laude

Students whose cumulative UNI grade point average places them in the top 3% of those students graduating from their academic major college/division will be awarded *Summa Cum Laude*.

Magna Cum Laude

Students whose cumulative UNI grade point average places them in the top 4% through top 8% of those students graduating from their academic major college/division will be awarded *Magna Cum Laude*.

Cum Laude

Students whose cumulative UNI grade point average places them in the top 9% through top 15% of those students graduating from their academic major college/division will be awarded *Cum Laude*.

University Honors Program

www.uni.edu/honors

The University of Northern Iowa Honors Program is designed to meet the needs of motivated, high-achieving students. Challenging classroom experiences, interaction with faculty, and social connections with other capable students are just a few of the benefits of Honors involvement.

Academic Regulations

Qualifying first-year students will automatically be invited to join the University Honors Program upon their admission to the University of Northern Iowa. Entrance requirements include:

- ACT composite of 27 or above (SAT-CR&M of 1210 or above) and top 10% high school class rank, *or*
- RAI of 330 or above

Students who do not meet the criteria for an automatic invitation can request that their case be reviewed on an individual basis. Current UNI or transfer students may apply for admission to the program with a GPA of 3.30 or better and a professor's recommendation. See <http://www.uni.edu/honors/content/entrance-requirements> for more information.

To remain in the program, students must maintain a minimum cumulative grade point of 3.30. Students who do not meet the minimum cumulative grade point requirement of 3.30 are placed on probation. The non-cumulative grade point average of the following semester should be above 3.30 to provide evidence of overall improvement. Such evidence of improvement, and continued improvement resulting in a cumulative grade point above 3.30, will remove the student from probationary status. If a student is on probation and no improvement is shown, the student will be dismissed from the program. If a student wishes to re-enter the program at a later date, reapplication is necessary.

The University Honors Program offers two designations for participation: *University Honors with Distinction and University Honors*. To graduate from the Honors Program with *University Honors with Distinction*, a student must produce an honors thesis or project and take a total of **30 hours of honors credit**. To graduate from the Honors Program with *University Honors*, a student must produce an honors thesis or project and take a total of **18 hours of honors credit**. See www.uni.edu/honors/content/program-requirements for a complete description of program requirements and a standard distribution of hours.

For more information, contact:

The University Honors Program
2401 College Street
Cedar Falls, IA 50614-0355
319-273-3175

Credit/No Credit Grading

An undergraduate student having earned twelve semester hours of credit at this university may take courses offered by this institution for which s(he) is otherwise eligible for degree credit without grade under the following conditions:

1. The course work requirements for a student taking work on an ungraded basis shall be the same as for a student taking the work on a graded basis.
2. A grade of C- or higher is required in a course to receive credit on the credit/no credit option.
3. Not more than 22 hours of ungraded course work in addition to courses authorized to be offered only for ungraded credit may be taken toward any bachelor's degree.

4. Ungraded credit may not be applied to work required for a major or minor except with the consent of the head of the department in which the course is offered.
5. No course taken in the credit/no credit option may be applied toward meeting a Liberal Arts Core requirement.
6. Except for Level 1 Field Experience: Exploring Teaching (TEACHING 2017), *Level 2 Field Experience: Teacher as a Change Agent (TEACHING 3128)*, and for *Student Teaching (TEACHING 3132 (280:132) through TEACHING 3140 (280:140)*, ungraded credit may not be used to meet the Professional Education Requirements for the teaching program.
7. Course work passed without grade (CR=credit) may not be retaken except by special permission of the dean of the college in which the course is offered.
8. A graded course completed may not be retaken on an ungraded basis.
9. The credit/no credit system may not be used with Credit by Examination, Extension, or Correspondence (specified as Guided Independent Study at UNI) courses.
10. Change of registration in a course to or from a non-graded basis may not be made after five class days beyond midterm in a full, academic-year semester, or after the mid-point in the duration of a course taught in a period less than a full, academic-year semester. Only one such change of registration may be made per course. A graduate student may include up to three credit hours of non-graded graduate course work in the program of study with the approval of the department.
11. The credit/no credit grading system may not be used in Presidential Scholars Seminars or for the Presidential Scholars Thesis/Project credit.

Note: No upper level (100/3000-level and above) accounting courses may be taken on a credit/no credit or audited basis without written consent of the department head or director of the MAcc, except ACCT 3090 (120:169), ACCT 3092/5092 (120:170g), ACCT 3179 (120:179), and ACCT 6090 (120:269).

Open Credit System

This type of undergraduate credit is designed for special projects such as a paper, experiment, work of art, or portfolio assessment of prior learning. The experience upon which the project is based may have been completed at any previous time; however, the student must be registered for credit at this university during the semester open credit is requested and open credit will be recorded only after the student has satisfactorily completed 12 hours of credit at this institution.

A project may be submitted any time during the semester up to the last date to add a second half-semester course for credit. There is no guarantee of credit prior to or upon submittal of the project. The project is submitted to an ad hoc faculty committee of three faculty members recommended by the student and approved by the head of the academic department or discipline in which the project falls; two faculty members are chosen from the academic area or discipline of the project and one from any area. The student may not submit a project evaluated by one committee to a second committee for reevaluation. The student may resubmit a project to the original committee at the committee's discretion or with its encouragement.

The number of open credit hours assigned to a project will reflect the academic evaluation of the project; credit will be awarded for work judged to be of at least C-level quality. No letter grades are given. The range of credit is from 0-6 hours per project. A student may apply a maximum of 18 hours of open credit toward graduation requirements. Open credit is normally elective but, upon the recommendation of the ad hoc committee, it may be approved for requirements in the Liberal Arts Core with the approval of the Office of Academic Affairs or for major credit with departmental approval.

Students should contact the Special Programs Office or the appropriate departmental office for advice in submitting projects. Application forms may be secured from the Office of the Registrar.

Internships/Cooperative Education

Internships and cooperative education experiences (co-op) help students integrate academic study with work experience. Students may intern with business, industry, or governmental/non-profit organizations in locations ranging from local to international. Registration of internships is optional, with the exception of a few majors, which require an internship for graduation.

Students who participate in an internship may be eligible for academic credit or a transcript notation. Academic departments establish the requirements for academic credit and Career Services establishes the requirements for a transcript notation. Factors such as GPA, prerequisite courses, year in school, and the intern's responsibilities determine student eligibility.

Career Services encourages students to meet with staff as early as their freshmen year to begin talking about internship opportunities. More information about internships can be found on the Career Services website: www.uni.edu/careerservices.

Credit by Examination

Credit in a course may be earned by examination by undergraduates. Credit is earned only if a grade of A or B is received in the examination. A grade of C will release a student from a course requirement, but gives no credit. A grade below C gives neither credit nor release and is not recorded on the student's record. Credit earned by examination is recorded on the student's record only as Passed or Released. The results are not counted in a student's grade index.

Credit may not be established by examination for a course which has been taken previously and failed, or for a course for which the student does not meet the prerequisite, or for a course which is a prerequisite to one for which credit has already been earned.

Application for credit by examination is made to the Office of the Registrar, and approved by the head of the department offering the course and the dean of the college in which the course is offered.

The department is responsible for giving the examinations and establishing the requirements for fulfilling the examinations. Credit by examination is open to most courses offered on campus; however, a student should discuss the course requirements with the department head before making application for credit by examination.

Note: For limitations in the total amount of credit earned by examination, refer to *Graduate Degree Requirements in this University Catalog*.

Independent Study

Undergraduate students of outstanding ability and achievement may be permitted to earn credit by departmental independent study.

This method of study follows the pattern of an investigation undertaken by a graduate student, although in reduced form. It involves independent thinking, the drawing of conclusions, the summarizing of evidence, or creative work. Whenever possible, the result of the investigation is summarized in a scholarly paper or report, prepared and documented in an approved fashion. This report is filed in the department office.

Independent study should not involve work available through regular university courses; neither should it be confused with individual instruction, or the tutorial method. Individual instruction is provided on rare occasions for instruction in a university course not currently being offered.

Application for independent study, including an outline of the proposed project, should be made to the head of the department in which the study is to be done and must have this approval before the project is undertaken. The student's program of independent study will be under the immediate supervision of one or more faculty members. Except for the major in Individual Studies, not more than six hours of credit earned by independent study may be used to meet the requirements of a major.

Independent study may also be taken under the *Individual Studies* program. Refer to Individual Studies major in this University Catalog for details.

Auditing Classes

A student may register for classes on an audit (non-credit) basis at the University of Northern Iowa if a space is available in the class. If the addition of the course to be audited (visited) makes the student's total course load hours more than is permitted according to the student's grade point average, the student must also have written approval from the Office of the Registrar for an overload of course work.

There is no reduction of fees for auditing (visiting) a course.

Specific information on auditing (visiting) classes may be obtained from the Office of the Registrar. Visitors in the courses are not required to take examinations, take part in class discussions, or complete other work. Audits will not be recorded on the permanent record except by a student request approved by the instructor showing that the student regularly attended the course.

Writing in the Liberal Arts Core and the Disciplines

At UNI, students are expected to write in the Liberal Arts Core (LAC) and in each undergraduate major. Writing experience in both the LAC and the undergraduate majors fosters learning, develops thinking, and introduces students to understanding writing as a process integral to critical inquiry in academic, professional, and personal contexts. Students may satisfy Northern Iowa's LAC writing requirement by academic credit earned in one of the following ways (or an equivalent):

ENGLISH 1005 (620:005)	College Writing and Research	3
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Academic Regulations

ENGLISH 2015 (620:015)	Craft of Academic Writing	3
ENGLISH 2120 (620:034)	Critical Writing About Literature	3
UNIV 1000 & UNIV 1010	First-Year Cornerstone: Integrated Communication I and First-Year Cornerstone: Integrated Communication II *	6

*(a two-semester sequence that satisfies both LAC 1A, Writing and Reading, and LAC 1B, Speaking and Listening)

Comparable writing instruction and practice may be available for qualified students in writing-enhanced sections of other Liberal Arts Core courses.

UNI is committed to helping students become competent writers for different purposes in various *settings*. Each department sets the writing requirements for its majors; because writing needs vary across disciplines, the requirements and conventions for writing differ across departments.

For students who do not meet the English admissions requirement, and for other students with limited writing experience, ENGLISH 1002 (620:002) College Writing Basics provides instruction and practice designed to prepare students for success in courses that satisfy the LAC Writing requirement.

College Level Examination Program (CLEP)

The University of Northern Iowa (UNI) is a participating university in the College-Level Examination Program (CLEP). Developed by the College Board, CLEP examinations measure knowledge of the material usually covered in courses taken in the first two years of college. CLEP exam-takers include home-schooled students, high school graduates, adults just entering or returning to school, military service members, and traditional college students. CLEP examinations are administered in over 1,800 testing centers in the United States and abroad. Students may test at the testing center of their choice and request to have their scores sent to their college/university. CLEP is the most widely accepted credit-by-examination program, with over 2,900 colleges and universities accepting CLEP credit.

At UNI, the CLEP exam is regularly administered in Examination Services. Students should take CLEP exams prior to enrollment at UNI or early in their college career to avoid taking a course that will duplicate or disqualify them from receiving CLEP credit. Before completing the online registration to take the CLEP examination, it is highly recommended that students meet with an academic advisor knowledgeable about the CLEP program. Since all CLEP exams require college-level knowledge and critical thinking, to do well, students are strongly encouraged to prepare for their CLEP examination.

Not all CLEP exams are accepted for credit at UNI. A list of courses for which CLEP examinations may be taken along with the minimum scores to earn credit is available from Examination Services or the UNI Office of Admissions.

At UNI, each CLEP examination may be attempted only once for credit. Credit earned from a CLEP exam approved by UNI is applied

to degree requirements. A maximum of 32 semester hours of credit by examination may apply toward degree requirements. This includes credit earned by CLEP, Advanced Placement, UNI departmental examination, and examinations from other colleges and universities.

The Iowa Regents' Universities/Community College Credit by Examination Agreement sets the standards for awarding and transferring credit by examination between institutions. Students who have established CLEP credit at a college or university prior to enrollment at UNI may submit official reports of their scores for consideration when applying to UNI.

A student may not earn credit by examination in an area in which the student previously has attempted or completed an equivalent course, a course of similar level, or one that is more advanced in content level. A course in which a student was enrolled until a *W* (withdrawal) was submitted in place of a grade is considered to be an attempted course.

Students who are interested in earning CLEP credit but need more information are welcome to contact:

UNI Examination Services
007 Innovative Teaching and Technology Center
319-273-6023 or email unialc@uni.edu

Advanced Placement Program

The University of Northern Iowa participates in the Advanced Placement Program of the College Board. Through enrollment in special courses in a participating high school, a qualified high school senior may take Advanced Placement examinations in one or more academic subjects at the college level. UNI grants college credits in art, biology, chemistry, computer science, economics, English, environmental science, history, human geography, languages (Chinese, French, German, Japanese, Latin, Spanish), mathematics, music, physics, political science, psychology, and statistics to students who pass examinations with scores of 3, 4, or 5 (minimum score of 4 for chemistry). (*For limitations in the total amount of credit earned by examination, refer to additional information provided within this University Catalog.*)

For additional information about the transfer of Advanced Placement credit to UNI, contact the UNI Office of Admissions.

Post-Baccalaureate, Undergraduate Study

A student who has received a bachelor's degree may choose to apply for further study at the University of Northern Iowa as an undergraduate rather than a graduate student. Inquiries should be made to the Office of Admissions. Undergraduate status will be accorded students who seek:

1. a second baccalaureate degree (designation as senior) or
2. teacher licensure (designation as senior) - a student who does not hold a teaching certificate and expects to be recommended by this university for an original certificate must also file an official transcript, or
3. courses for undergraduate credit (designation as unclassified)

Students with baccalaureate degrees do not earn graduate credit while in Post-baccalaureate Undergraduate status only. They must be admitted either to graduate Degree or Non-Degree Status

before they can enroll in graduate courses (courses numbered 5000 or above). A student who is working toward a second bachelor's degree or teacher licensure and is also admitted as a graduate student will pay graduate tuition for the entire enrollment if any of the enrollment is for graduate credit. No course can apply to both a bachelor's degree and a graduate degree. See "Students enrolled for both graduate and undergraduate credit in the same term" in this university catalog for further information.

Retroactive granting of graduate credit for course work taken while in post-baccalaureate, undergraduate status will not be done if, when the course work was taken, the student received financial aid dependent on undergraduate status. If an undergraduate course can be taken at the 5000-level for graduate credit, extra work is required from graduate students to earn the graduate credit. This extra work cannot be completed after the course ends to change the course to graduate credit.

Students Enrolled for Both Graduate and Undergraduate Credit in the Same Term (Dual Career Students)

A student may take both graduate and undergraduate credit courses in the same term in one of the circumstances below. **A student must be degree-seeking in, and enrolled at least half-time in, her/his primary career in order to be eligible for federal financial aid. See the appropriate circumstance below for an explanation of which career is primary and for tuition billing information.**

Graduate Credit as a Senior

An undergraduate student of senior standing (90 or more credits earned) at the time of registration, earning the first bachelor's degree, and with a cumulative GPA of at least 3.00, may register for a maximum of 12 total credit hours for graduate credit. Such registration requires approval on a student request form (available at access.uni.edu/forms/#S or through department offices) by the student's advisor, the instructor of the course(s), and the head(s) of the department(s) offering the course(s). Additional approval by the Graduate College on the student request form is required if the student's GPA is below 3.00, or if the registration is occurring during advanced registration the semester before the student attains senior standing. The combined total of course credits, both undergraduate and graduate, may not exceed 15 hours in a semester or 8 hours in a summer session. Overload requests must be approved by the student's advisor and the Graduate College.

No course may count toward both an undergraduate and a graduate degree. Graduate credit earned as an undergraduate will not be counted toward the undergraduate degree and may or may not be counted toward UNI graduate degree programs at the discretion of the graduate program. Some graduate programs have early admission procedures which the student must follow in order for the graduate credit to apply to the graduate degree. The earliest graduate course that applies to a student's graduate program marks the beginning of the recency period for the completion of the degree.

Students earning graduate credit as a senior are classified as seniors but will pay graduate tuition for the semester hours

for which they will receive graduate credit. The maximum tuition will be the full-time graduate rate for the student's residence classification. The undergraduate career is the student's primary career for financial aid purposes. The student must be enrolled at least half-time in undergraduate courses to be eligible for federal financial aid, which will be at the undergraduate level.

Graduate Student Taking an Undergraduate Course

Graduate students wishing to take an undergraduate course for any reason (personal interest, to satisfy provisions of admission, professional development or certification, etc.) must submit an online graduate student request through MyUNiverse. Request type Q should be used. Once the request is approved, and assuming the requested course is open, the Registrar's Office will enroll the student in the course. Undergraduate courses taken by graduate students in Fall 2011 and later will appear only on an undergraduate transcript and will not be included in the graduate GPA.

Graduate students taking undergraduate courses will pay graduate tuition for their entire enrollment if they are taking any courses for graduate credit in that term. The maximum tuition will be the full-time graduate rate for the student's residence classification. If the only enrollment is undergraduate courses, undergraduate tuition will be charged. However, the graduate career is the student's primary career for financial aid, regardless of enrollment. The student must be enrolled at least half-time in graduate courses to be eligible to receive federal financial aid, which will be at the graduate level.

Graduate Student Concurrent with Second Bachelor's Degree or Teacher Licensure

A student who has received a bachelor's degree may be simultaneously active in both an undergraduate career, to work toward a second bachelor's degree or teacher licensure, and a graduate career, either degree-seeking or non-degree. The student who wishes to do this must submit two applications for admission—one for post-baccalaureate undergraduate admission (see Post-baccalaureate, Undergraduate Study in this university catalog) and one for admission to graduate study (see Admission to Graduate Study in this university catalog). No course can apply to both a bachelor's degree and a graduate degree. Students who are admitted in this way will have both an undergraduate and a graduate transcript.

A graduate student (degree or non-degree) who is concurrently working toward a second bachelor's degree or teacher licensure will pay graduate tuition for the entire registration of a term if any courses are taken for graduate credit in that term. The maximum tuition will be the full-time graduate rate for the student's residence classification.

If the student is graduate degree-seeking, the graduate career is the student's primary career for financial aid and the student must be enrolled at least half-time in graduate courses to be eligible for federal financial aid, which will be at the graduate level. However, if the only enrollment is in undergraduate courses, undergraduate tuition will be charged, and the Office of Financial Aid will regard the undergraduate career

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as primary for that term if the graduate career is temporarily discontinued. In that case, the student must be enrolled at least half-time in undergraduate courses to be eligible for federal financial aid, which will be at the undergraduate level. A student cannot apply for graduation with the graduate degree when the graduate career is discontinued.

If the student is graduate non-degree, the undergraduate career is the primary career for financial aid. The student must be enrolled at least half-time in undergraduate courses to be eligible for federal financial aid, which will be at the undergraduate level.

Non-degree Graduate Student and Non-Degree Undergraduate Student

A student who has received a bachelor's degree may be simultaneously active in both a non-degree undergraduate career, to take undergraduate courses for personal interest, and a non-degree graduate career, to take graduate courses for personal interest or to demonstrate competence in graduate work prior to applying to a graduate program. The student who wishes to do this must submit two applications for admission—one for post-baccalaureate undergraduate non-degree admission (see Post-baccalaureate, Undergraduate Study in this university catalog) and one for admission to non-degree graduate study (see Admission to Graduate Study in this university catalog). Students who are admitted in this way will have both an undergraduate and a graduate transcript.

A non-degree graduate student who is also a non-degree undergraduate student will pay graduate tuition for the entire registration of a term if any courses are taken for graduate credit in that term. The maximum tuition will be the full-time graduate rate for the student's residence classification. If the only enrollment is undergraduate courses, undergraduate tuition will be charged. Students who are not degree-seeking are not eligible for federal financial aid.

Workshops and Study Tours

From time to time, and especially during the summer session, opportunities are offered for earning credit under the workshop plan. Workshops provide residence credit, but a maximum of 6 semester hours may be applied toward graduation.

Occasionally, departments of the university may arrange extensive study tours here and abroad for credit. These trips are open to graduate and undergraduate students. Plans for this type of study and the number of hours of credit which may be earned are announced through university publications.

Student Requests for Exceptions to Academic Policy

Undergraduate students who wish to request that an individual exception be made to a stated academic policy should complete a Student Request in consultation with their advisors. Undergraduate Student Request forms are available online at <http://access.uni.edu/forms/index.shtml> (Student Requests - Undergraduate), in all departmental offices, and from the Office of the Registrar. The

advisor's signature is required for all requests. Other approvals may include the instructor, department head, dean, University Registrar, and Associate Provost for Academic Affairs, depending on the nature of the request.

Graduate students submit graduate student requests online. See Filing Graduate Student Requests.

Student Academic Ethics Policy (3.01)

Purpose

The culture of The University of Northern Iowa is characterized by a long-standing commitment to student learning and to excellence in teaching. This commitment has been established through the development of an open, ethical and caring community that promotes diversity, honesty, integrity, respect, fairness, trust and civility among its members. This community has created a culture based on core values that include intellectual vitality, intellectual and academic freedom, the well-being of its members and service to others.

In order to realize its commitments and values, all members of the UNI community must demonstrate academic integrity and ethical behavior and foster academic integrity and ethical behavior in others. Those who violate UNI's standards of academic ethics must be held responsible for their misconduct. Those who observe violations of academic ethics have a responsibility to address it.

It is the purpose of this document to describe the responsibilities, provide definitions and examples of conduct which violates academic ethics and recommend appropriate sanctions in the case of misconduct.

Policy

1. Responsibilities of Academic Administrators

It is the responsibility of the Administration to foster and maintain the culture of the institution, including that of academic ethics and integrity. Ways of supporting this aspect of the University mission and culture may include:

- Collaborating with faculty in creation of procedures, policies, and tools for the education and enforcement of academic ethics and integrity.
- Assisting and supporting faculty in the investigation and appropriate correction of violations of academic ethics and integrity
- Discussing the importance of academic honesty and ethics with students.
- Addressing violations of the academic ethics policy by a student.
- Communicating with faculty and students actions taken to address violations of academic ethics.

2. Responsibilities of Faculty Members

Faculty members have responsibilities to model academic integrity and ethics for their students, to educate students about these qualities and behaviors and to promote compliance with the standards described in this policy. They may do so by:

- Describing in writing and distributing the objectives and requirements of the course they are teaching at the beginning of each semester and summer term;

- b. Including a reference to the Academic Ethics policy on each course syllabus every semester;
- c. Discussing the importance of academic honesty and ethics with students;
- d. Making clear on their syllabus their expectations regarding individual or collaborative work, the use of supplemental aids for examinations and assignments and other specific guidelines they want students to follow in completing assigned course work;
- e. Being available to answer students' questions about issues of academic honesty and proper procedures for course work;
- f. Addressing violations of the academic ethics policy by a student.

3. Responsibilities of Students

Students have responsibilities to become educated about the standards of ethics and behavior in the academic community and to adhere to those standards in all of their academic work. Students fulfill their responsibilities by:

- a. Reading and becoming familiar with the Academic Ethics policy;
- b. Understanding and avoiding actions that violate the Academic Ethics policy ;
- c. Undertaking a commitment to act with honesty and integrity in completing any and all academic work;
- d. Understanding and applying the proper methods of attribution and citation in all written, oral and electronic submissions;
- e. Making sure they understand the requirements and expectations for academic work of each of their professors and to seek clarification from the faculty member when they are unsure if their behavior will violate those expectations;
- f. Maintaining University standards by reporting acts of academic misconduct to the faculty member for the course or another academic administrator such as a department head or dean.

4. Academic Ethics Violations

a. Plagiarism

- i Copying information word for word from a source, including cutting and pasting information from an electronic text, without using quotation marks and giving proper acknowledgment of the source or providing a proper citation.
- ii Paraphrasing, or putting into one's own words, the text of a source without providing proper acknowledgment of the source or providing a proper citation. The paraphrasing leads the reader of the text to believe that the ideas and arguments presented are one's own.
- iii Paraphrasing extensive portions of another source, even with citation. The extensive paraphrasing leads the reader of one's own text to believe that the ideas and arguments presented are one's own or it results in one's own contribution to the work being minimal.
- iv Presenting any work or part of a work or assignment that has been prepared by someone else as one's own. This would include using unauthorized assistance in preparing the work or acquiring written work from another person,

purchasing a paper or assignment from a commercial organization, using the work of another person or obtaining the answers or work from any other source.

- v Reproducing, without proper citation, any other form of work of another person such as a graph, experimental data or results, laboratory reports, a proof, or a problem solution, in full or in part.

b. **Misrepresentation** Misrepresentation is a false statement of fact. Examples in the academic arena include but are not limited to:

- i Arranging for another student to complete course work for one including taking an exam on one's behalf.
- ii Taking credit for work one didn't complete, such as taking credit for a team assignment without participating or contributing as expected by one's instructor or team mates.
- iii Turning in the same or substantially similar written work to satisfy the requirements for more than one project or course, without the express, prior written consent of the instructor or instructors. If the work is from a prior term's course one would need the express written consent of the current instructor. If you want to submit the work in more than one course during the same term one needs the express written consent of all instructors who will receive the work.

c. **Fabrication** Fabrication means falsifying or misusing data in any academic exercise. Examples include but are not limited to:

- i Falsifying data collected during a research activity.
- ii Presenting falsified data in a paper, manuscript, or presentation.
- iii Making up a source for a citation.
- iv Citing a source the writer did not use.
- v Altering and resubmitting assignments, tests, quizzes or exams to gain additional credit.

d. **Cheating** Cheating is the use or attempted use of any unauthorized assistance in any academic exercise. Examples include but are not limited to:

- i Copying from someone else's assignment, paper, quiz or exam.
- ii Looking on someone else's exam before or during an examination.
- iii Unauthorized use of notes or other aids during a quiz, exam or other performance evaluation.
- iv During a quiz or exam, using an electronic device that contains unauthorized information.
- v Communicating or attempting to communicate answers, hints or suggestions during an exam using any means including electronic devices.
- vi Collaborating, without prior permission from one's professor, in the preparation of assignments, lab reports, papers or take home exams.
- vii Using another person's answers for an assignment.
- viii Providing test questions to other students either orally or in written form.

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ix Stealing or attempting to steal an exam, exam questions or an answer key.

e. **Impeding fair and equal access to the educational and research process.** Examples of this include but are not limited to:

- i Tampering with, damaging, hiding or otherwise impeding other students' access to library materials or other related academic resources.
- ii Attempting to prevent access by others to the computer system or destroying files or materials in the e-learning system for the course.

f. **Misrepresenting or misusing one's relationship with the University.** Examples of this include but are not limited to:

- i Falsifying, misusing, or tampering with information such as test scores, transcripts, letters of recommendation or other materials required for admission to and continued enrollment and access in the University's programs or facilities.
- ii Altering, forging or misusing academic records or any official University form regarding self or others.
- iii Presenting false information at an academic proceeding or intentionally destroying evidence important to an academic proceeding.
- iv Making a bad faith report of an academic integrity violation.
- v Offering bribes to any University representative in exchange for special favors or consideration in an academic proceeding.

g. **Facilitation** Facilitation occurs when you knowingly or intentionally assist another in committing a violation of any of the previous sections of this academic ethics policy.

5. Academic Ethics Sanctions

A record of all documented violations will be maintained in the Office of the Executive Vice President and Provost. Notice of all documented violations will also be sent to the Dean of Students. Any reported violation that involves a research activity, as defined in the research misconduct policy, will be reported to the Research Misconduct Officer and the investigation and sanction of research misconduct will be coordinated.

Students accused of a violation of academic ethics may appeal the decision using the Academic Grievance process described in 12.01 Academic Grievance Policy

a. Level One Violations

Level One violations occur because of inexperience or lack of knowledge of principles of academic ethics on the part of the person committing the violation. These violations only involve a small fraction of the total course work, are not extensive, occur on a minor assignment and would not have appreciably increased the student's grade in the course.

Examples include but are not limited to:

- Working with another student on a homework assignment or a lab report when the instructor has not explicitly authorized collaborative work.

- Failure to properly cite once in a paper.
- Possible sanctions are, but are not limited to:
- Giving no credit for the assignment; course grade determined in the usual manner.
- Requiring a makeup assignment that is more difficult than the original assignment.
- Completing an assignment involving practice of proper citation.
- Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student's department head (if different) and the Office of the Executive Vice President and Provost. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the web address of the grievance policy.

Level One reprimands will be placed in the student's file maintained in the Office of the Executive Vice President and Provost but will not be made public or attached to transcripts or other records. The Provost will notify the student in writing that such action has been taken.

b. Level Two Violations Level Two violations involve dishonesty and/or affect a significant portion of the course work.

Examples include but are not limited to:

- Direct quotation or paraphrasing, more than once in an assignment without acknowledging the source.
- Copying on an examination.
- Giving unauthorized assistance to someone during an exam.
- Submitting the same work or major portions of a work to satisfy the requirements of more than one course without permission from the instructor.
- Using the work of collaborators on an assignment or laboratory report without acknowledging their contributions.

Possible sanctions include, but are not limited to:

- No credit for the assignment; course grade determined in the usual manner.
- No credit for the assignment; reduction in course grade.
- Completing an assignment on academic ethics.

Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student's department head (if different) and the Office of the Executive Vice President and Provost. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the web address of the grievance policy. The Executive Vice President and Provost or designee will notify the student in writing that such action has been taken.

c. Level Three Violations

Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements

or assisting others to dishonestly complete such work. A third Level One violation or second Level Two violation will also be considered as a Level Three violation.

Examples include but are not limited to:

- Using prohibited materials during an exam.
- Altering an exam or assignment and submitting it for re-grading.
- Acquiring or distributing exam questions from an unauthorized source.
- Acquiring or distributing an exam answer key from an unauthorized source.
- Plagiarism that exceeds the Level Two violation threshold.
- Presenting the work of another person as one's own.
- Interfering with other students' access to course materials in the library or electronically posted.
- Fabricating research data.

Required sanctions:

- Disciplinary failure for the course. (This will appear on the student's transcript.)
- Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student's department head (if different) and the Office of the Executive Vice President and Provost. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the web address of the grievance policy. The Executive Vice President and Provost or designee will notify the student in writing that such action has been taken.

Possible further sanction, determined by the Office of the Executive Vice President and Provost, based on the student's prior record of academic ethics violations, includes disciplinary probation.

d. Level Four Violations

Level Four violations are the most serious breaches of intellectual ethics.

Examples include but are not limited to:

- Breaches of academic ethics which involve forgery, theft or falsification of University documents or credentials.
- Taking an exam for someone else or having someone else take an exam for you.
- Fabrication of evidence, falsification of data, quoting directly or paraphrasing without proper acknowledgment of the source and/or presenting the ideas of another as your own in a senior thesis, master's thesis or doctoral dissertation, in scholarly articles submitted to refereed publications or conferences as a student.
- Willful violation of a canon of an ethical code of the profession for which a student is preparing.
- Repeated lower level violations such as fourth Level One, third Level Two or second Level Three violation.

Required sanctions:

- Reprimanding the student in writing in the form of a letter addressed to the student and copied to the faculty department head, the student's department head (if different) and the Office of the Executive Vice President and Provost. The letter should document the academic ethics violation and action taken. The letter must also advise the student of his/her right to file a grievance and provide the web address of the grievance policy. The Executive Vice President and Provost or designee will notify the student in writing that such action has been taken.
- Permanent expulsion from the University and a notation of "academic disciplinary separation" on the student's transcript.

Faculty Senate, approved April 16, 2012

President's Cabinet, approved August 6, 2012

Student Conduct

The University of Northern Iowa expects all students to observe university regulations and the city, state, and federal laws, and to fully respect the rights of others. The University Student Conduct Code contains more specific information concerning student conduct and disciplinary action. This information is available by visiting www.uni.edu/deanofstudents/handbook. A printed copy is available in the Dean of Students Office.

Student Records

In the maintenance of student records, and in permitting access to those records or the release of information contained in those records, the University of Northern Iowa complies with the laws of the United States and the State of Iowa.

University policies relative to student records are available at the website www.uni.edu/pres/policies. The Family Educational Rights and Privacy Act and the regulations required by this act may be reviewed in the Office of the Registrar.

Student Persistence

Iowa Regents' Universities have conducted studies annually of student persistence to graduation. A summary of the findings of the most recent study may be secured from the Office of the Registrar.

Student Academic Grievances

Equitable due process in academic matters is provided in grievance procedures for students. Copies are also available in all departmental offices and the Office of the Executive Vice President and Provost, Seerley 1 and can be found online at www.uni.edu/policies/1201 (12.01 Student Academic Grievance in the Policies and Procedures Manual).

UNI Equal Opportunity and Non-Discrimination Statement (13.03)

Purpose

To provide guidelines regarding equal opportunity at the University in compliance with applicable federal and state non-discrimination and affirmative action laws and regulations.

Policy Statement

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, any educational program, or any activity of the University, on the basis of age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, veteran status, or on any other basis protected by federal and/or state law.

The University of Northern Iowa prohibits discrimination and promotes affirmative action in its educational and employment policies and practices as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable laws and University policies. The University of Northern Iowa prohibits sexual harassment, including sexual violence.

The following person has been designated to handle inquiries regarding the non-discrimination policies and serves as the University Title IX Officer: Leah Gutknecht, Assistant to the President for Compliance and Equity Management, Office of Compliance and Equity Management, 117 Gilchrist Hall, UNI, Cedar Falls, IA 50614-0028, 319-273-2846, leah.gutknecht@uni.edu.

All major publications of the University will include this non-discrimination policy statement in compliance with Title IX and other non-discrimination regulations.

Office of Compliance and Equity Management, approved March 2002, July 2002

President's Cabinet, approved April 2002, July 30, 2002

For additional information, contact:

Office of Compliance and Equity Management
117 Gilchrist
University of Northern Iowa
Cedar Falls, IA 50614-0028
319-273-2846
or visit www.uni.edu/equity

UNI Discrimination, Harassment, and Sexual Misconduct Policy (13.02)

Policy Contents

This policy is outlined as follows:

- I Prohibited Conduct
 - A. Discrimination
 - B. Harassment

- 1. Bias-Related Harassment
- 2. Sexual Harassment
- 3. Sexual Misconduct

- C. Retaliation
- D. Other Offenses

- II Jurisdiction/Application
- III Reporting Responsibilities
 - A. Title IX Officer and Deputy Coordinators
 - B. Role of the Title IX Officer and Deputy Coordinators
 - C. Police Reporting
 - D. Federal Timely Warning Obligations
- IV Complaint Resolution Process
 - A. Confidentiality and Reporting of Offenses
 - 1. Anonymous and Third Party Reporting
 - 2. Confidential Reporting
 - 3. Private Reporting
 - 4. Formal Reporting
 - 5. Criminal Reporting
 - B. Informal Resolution Process
 - C. Formal Resolution Process
 - 1. Filing a Complaint
 - 2. Notice of Charges
 - 3. Investigation
 - 4. Investigation Findings
 - 5. Sanctions
 - 6. Appeals
 - 7. Failure to Complete Sanctions
- V Remedial Actions
- VI Statement of Rights for Complainants and Respondents
- VII Records
- VIII Resources
 - A. University Title IX Officer and Deputy Coordinators
 - B. External Sources
 - C. Iowa State Law Definitions
 - D. Other University Policies
 - E. Support Resources

Purpose: Members of the campus community are entitled to an educational and working environment free of discrimination, harassment, and retaliation.

Policy Statement: The University of Northern Iowa is committed to achieving fairness and equity in all aspects of the educational enterprise and therefore prohibits discrimination, harassment, and retaliation under this policy. Alleged violations of this policy are subject to resolution using the Complaint Resolution Process detailed below. This policy applies regardless of the status of the parties involved, who may be members or non-members of the campus

community, students, student organizations, faculty, administrators, and/or staff.

Persons who experience discrimination, harassment, or sexual misconduct may respond to the experience in many different ways, including feeling confused, vulnerable, out of control, embarrassed, angry, or depressed. The University provides a variety of resources to assist individuals who have experienced discrimination, harassment, or sexual misconduct to address the effects of the incident and to help them determine whether and how to make a formal complaint about the incident. Additional resource-related information can be found in Section VIII and at uni.edu/safety.

All reports of discrimination, harassment, and/or retaliation shall be promptly made to the Title IX Officer (or designated Deputy Coordinator). The Assistant to the President for Compliance and Equity Management serves as the Title IX Officer and ADA/504 Coordinator and oversees implementation of the University's Affirmative Action Plan and the University's Policy on Discrimination, Harassment, and Sexual Misconduct. The designated Title IX Deputy Coordinators are the Dean of Students, Senior Associate Athletic Director, and Associate Director of Compliance and Equity Management. For those individuals who become aware of incidents involving discrimination, harassment, or sexual misconduct, reporting responsibilities are described in Section III below. A complainant's options for reporting are addressed more specifically in Section IV below.

I. Prohibited Conduct

A. Discrimination

The University of Northern Iowa adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. The University prohibits discrimination against any employee, applicant for employment, student or applicant for admission on the basis of any protected class. Protected classes include: age, color, creed, disability, ethnicity, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or any other protected category under applicable federal, state, or local law, including protections for those opposing discrimination or participating in any complaint process on campus or with other human rights agencies.

This policy covers discrimination in employment and in access to educational opportunities. Discrimination is defined as adverse treatment of an individual based on that individual's membership in one or more of the protected groups listed above. Therefore, any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, housing and/or social access, benefits, and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in the protected classes listed above is in violation of the University policy on discrimination. **All University employees shall report all suspected incidents of discrimination or harassment (see Section III. Reporting Responsibilities).** When brought to the attention of the University, any such discrimination will be appropriately remedied by the University according to the procedures outlined in this policy.

B. Harassment

The University prohibits harassment against any employee, student, visitor, or guest on the basis of any class protected by University policy or law as identified in Section I.A. above. This policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters. The sections below describe the specific forms of prohibited harassment under University policy.

1. Bias-Related Harassment

This policy prohibits any form of harassment on the basis of actual or perceived membership in a protected class, by any member or group of the campus community, which unreasonably interferes with an individual's work or academic environment.

This environment may be created by verbal, written, graphic, threatening and/or physical conduct that is sufficiently severe, persistent, or pervasive so as to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities. Merely offensive conduct and/or harassment of a generic nature not on the basis of membership in a protected class may not result in a violation of this policy but may be addressed through education and/or other resolution methods.

2. Sexual Harassment

This policy prohibits any form of sexual harassment. Sexual harassment is unwelcome sexual- or gender-based verbal, written, online, and/or physical conduct. Anyone experiencing sexual harassment in any University program is encouraged to report it online, to the University's Title IX Officer or a Deputy Coordinator, or by methods identified in the Complaint Resolution Process Section (IV.A. Confidentiality and Reporting of Offenses). Sexual harassment creates a hostile environment and may be disciplined when it is sufficiently severe, pervasive, persistent, or objectively offensive that it:

- has the effect of unreasonably interfering with, denying, or limiting employment opportunities or the ability to participate in or benefit from the University's educational, social, and/or residential program, or
- is based on power differentials (*quid pro quo*), the creation of a hostile environment, or retaliation.

Some examples of possible sexual harassment include:

- A professor insists that a student have sex with the professor in exchange for a good grade. This is harassment regardless of whether the student complies with the request.
- A student repeatedly sends sexually oriented jokes on an e-mail list the student created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Two supervisors frequently rate several employees' bodies and sex appeal, commenting suggestively about their clothing and appearance.

Consensual Relationships. Consensual romantic and/or sexual relationships where a power differential exists, whether real or perceived, may constitute sexual harassment. The effect of such a relationship may render an individual's work, academic, or social environment intimidating, offensive, or hostile. Hence, all University employees are strongly discouraged from entering into romantic and/or sexual relationships which could lead to the creation of a hostile educational, social, and/or work environment for other members of the University community.

3. Sexual Misconduct

This policy prohibits any form of sexual misconduct. Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, gender, sexual orientation, and/or gender identity of those involved. The definition of consent below will be used in the interpretation and application of this policy:

Consent. Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent to a specific sexual contact (such as kissing or fondling) cannot be presumed to be consent for another specific sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. Silence or the absence of resistance alone is not consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred. Individuals can withdraw consent at any time during sexual activity by expressing in words or actions that they no longer want the act to continue, and, if that happens, the other person must stop immediately.

A person cannot consent if he or she is incapacitated. Under this policy, a person is incapacitated if he or she is disabled or deprived of ability to act or reason for one's self, is unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint, and/or from taking of an incapacitating substance. Under Iowa law, a person is incapacitated if the person is temporarily incapable of appraising or controlling the person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance; if a person is unable to communicate an unwillingness to act because the person is unconscious, asleep, or is otherwise physically limited; or if the person

has a bodily impairment or handicap that substantially limits the person's ability to resist or flee.

An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the respondent to a claim of sexual misconduct was intoxicated and, therefore, did not realize the other person's incapacity.

The following are types of prohibited sexual misconduct under this policy:

a. Sexual Harassment (defined in Section I.B.2. above)

b. Non-Consensual Sexual Intercourse

Defined as:

- any sexual penetration or intercourse (anal, oral, or vaginal)
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force.

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.

c. Non-Consensual Sexual Contact

Defined as:

- any intentional sexual touching
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force.

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth, or other bodily orifice of another individual or any other bodily contact in a sexual manner.

d. Sexual Exploitation

Defined as:

- taking non-consensual or abusive sexual advantage of another; and
- the conduct does not fall within the definitions of sexual harassment, non-consensual sexual intercourse, or non-consensual sexual contact. Examples of sexual exploitation include, but are not limited to:
 - sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed)
 - taking photographs, video recording, or audio recording of another in a sexual act or in any other private activity without the consent of all persons involved in the activity

- exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity or disseminating sexual pictures without the photographed person’s consent)
- engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) without informing the other person of the infection
- administering alcohol or drugs (such as “date rape” drugs) to another person without the person’s knowledge or consent

e. Relationship Violence

Defined as:

- violence between those in an intimate relationship (this includes romantic, dating, or domestic relationships). Examples include, but are not limited to:
 - physical assault between two people in a current or prior intimate relationship who do not live together (Dating Violence)
- physical assault between two people in an intimate relationship who live together (Domestic Violence)

See Section VIII.C. below for the definition of Domestic Violence and Dating Violence under Iowa law.

f. Stalking

Defined as:

- a course of conduct
- directed at a specific person
- that is unwelcome
- and would cause a reasonable person to feel fear or suffer substantial emotional distress. Examples include, but are not limited to:
- sending multiple unwanted text messages, phone calls, or electronic communications
- following, watching, photographing, or otherwise tracking an individual without his or her permission
- sending unwelcome gifts, notes, or other items to another person

See Section VIII.C. below for a definition of Stalking under Iowa law.

C. Retaliation

The University seeks to create an environment where its students and employees are free, without fear of reprisal, to use its procedures to determine if there has been a violation of their civil rights. Any act of retaliation will result in appropriate disciplinary action.

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging a violation of their civil rights, supporting a complainant, or for assisting in providing information relevant to a claim, is a serious violation of the this policy. Acts of alleged retaliation should be reported immediately to the Title IX Officer

or Deputy Coordinators. For other acts of alleged retaliation, see Policy 13.19 Retaliation and Misconduct Reporting.

D. Other Offenses

This policy prohibits other offenses of a discriminatory, harassing, and/or retaliatory nature not included in the previous sections as follows:

- Intimidation, defined as implied threats or acts that cause a reasonable fear of harm in another on the basis of actual or perceived membership in a protected class
- Hazing, defined under this policy as acts likely to cause physical or psychological harm or social ostracism to any person within the University community when related to the admission, initiation, pledging, joining, or any other group-affiliation activity on the basis of actual or perceived membership in a protected class. See Section VIII.C. below for a definition of Hazing under Iowa law.
- Bullying, defined under this policy as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally on the basis of actual or perceived membership in a protected class. See Section VIII.C. below for a definition of Bullying under Iowa law.
- Violation of any other University rule, when it is motivated by sex or gender or the actual or perceived membership of the victim in a protected class, may be pursued using this policy and process.

II. Jurisdiction/Application

This policy applies to allegations of discrimination, harassment, and retaliation that take place on UNI property or at university-sponsored events, regardless of their location. This policy may also apply to allegations of discrimination, harassment, and retaliation that occur off-campus or to actions online when the Title IX Officer or Deputy Coordinator determines that the off-campus or online conduct could have an on-campus impact or impact on the educational mission of the University. Such impact includes:

- Any action that constitutes a criminal offense as defined by federal, state, or local law;
- Any situation where it appears that the respondent may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property, or achievements of others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the University.

The University’s response may be limited if the respondent was a guest or is not subject to the University’s jurisdiction

III. Reporting Responsibilities

All University employees who are aware of or witness discrimination, harassment, sexual misconduct, or retaliation are required to promptly report to the Title IX Officer or a Title IX Deputy Coordinator. Any student who is aware of or who witnesses discrimination, harassment, sexual misconduct, or retaliation is encouraged to promptly report to the Title IX Officer or a Title IX Deputy Coordinator. All initial contacts will be treated with the maximum possible privacy: specific information on any complaint received by any party will be reported

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to the Title IX Officer, but, subject to the University's obligation to investigate and redress violations, every reasonable effort will be made to maintain the privacy of those initiating a report of a complaint. In all cases, the University will give consideration to the complainant with respect to how the complaint is pursued but reserves the right, when necessary to protect the community, to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal complaint.

Please note: This section addresses reporting obligations for members of our campus community who are made aware of potential violations of this policy. Methods for filing a complaint and the Complaint Resolution Process are detailed in Section IV. Additional resource-related information can be found in Section VIII and at uni.edu/safety.

A. Title IX Officer and Deputy Coordinators

University Title IX Officer:

Leah Gutknecht, Assistant to the President for Compliance and Equity Management
117 Gilchrist Hall, 319.273.2846, leah.gutknecht@uni.edu

Title IX Deputy Coordinators:

Leslie Williams, Dean of Students
118 Gilchrist Hall, 319.273.2332, leslie.williams@uni.edu

Jean Berger, Senior Associate Athletic Director
310 UNI-Dome, 319.273.2556, jean.berger@uni.edu

Gwenne Berry, Associate Director of Compliance and Equity Management
117 Gilchrist Hall, 319.273.2846, gwenne.berry@uni.edu

B. Role of the Title IX Officer and Deputy Coordinators

The Title IX Officer and Deputy Coordinators are charged with coordinating the University response to reports of misconduct under this policy. The Title IX Officer and Deputy Coordinators do not serve as advocates for either the complainant or the respondent. The Title IX Officer or Deputy Coordinators will explain to both parties the informal and formal processes outlined below and the provisions for confidentiality. Where appropriate, the Title IX Officer or Deputy Coordinators will provide to both parties information on options for obtaining advocacy, medical and counseling services, and making criminal reports, and will assist with providing information on other resources. The Title IX Officer and Deputy Coordinators will coordinate with other campus officials to take appropriate interim actions such as no contact orders, academic accommodations, and rearrangement of housing, dining, and work assignments.

C. Police Reporting

In addition to required campus reporting, reports may also be made to the police, especially if a crime is or may be involved, by calling the following numbers:

Emergency 9-1-1
UNI Police, 30 Gilchrist Hall, 319.273.2712 (on-campus incidents)
Cedar Falls/Waterloo Police, 319.291.2515 (off-campus incidents)

D. Federal Timely Warning Obligations

Victims of sexual misconduct should be aware that University administrators must issue crime alerts for incidents reported to them that represent a serious or continuing threat to students or employees. The University will withhold a victim's name and other identifying information while providing enough information for community members to make safety decisions in light of the potential danger.

IV. Complaint Resolution Process

The University will respond to any alleged violation of this policy received by the Title IX Officer or Deputy Coordinators. This section outlines ways in which offenses can be reported by individuals choosing to pursue complaint options. Additional resource-related information can be found in Section VIII and at uni.edu/safety.

A. Confidentiality and Reporting of Offenses

The University of Northern Iowa will make every effort to safeguard the identities of individuals who seek help and/or report discrimination, harassment, and/or retaliation. While steps are taken to protect the privacy of victims, the University may need to investigate an incident and take action once an allegation is known, whether or not the reporting individual chooses to pursue a complaint.

When a report is made, personally identifiable information (name of victim, name of respondent, etc.) may be initially withheld in cases where the victim is hesitant to come forward. Subsequently, campus officials may need additional information. The University Title IX Officer or Deputy Coordinator will conduct an initial inquiry, looking for any sign of pattern, predation, violence, or threat. When such exists, institutional action may be required in an effort to ensure campus safety. No employee should ever promise absolute confidentiality except those as described below in Section IV.A.2. Reports may be private, but not confidential, as described below in Section IV.A.3. Reports to police and/or Title IX officials do not obligate the complainant to file any criminal or university conduct charges.

The University will not pursue disciplinary action for improper use of alcohol or other drugs against an alleged victim of sexual misconduct or against another student who shares information as either a witness to or as a reporter of sexual misconduct as long as the report is made in good faith. See "Good Samaritan Provision," Article III(4), Student Conduct Code.

Deliberately false and/or malicious accusations of discrimination, harassment, or retaliation, as opposed to complaints which, even if erroneous, are made in good faith, are just as serious an offense as discrimination, harassment, or retaliation and will be subject to appropriate disciplinary action.

Complaints and reports should be made as soon as possible after an incident. Information and resources are available through the UNI Safety page, uni.edu/safety. Options for filing a report include:

1. Anonymous and Third Party Reporting

The Title IX Officer and Deputy Coordinators accept anonymous and third-party reports of conduct alleged to

violate this policy and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Officer or Deputy Coordinators to investigate and respond as appropriate. The University may be limited in its ability to investigate an anonymous or third party report unless sufficient information is provided. (See uni.edu/safety to file a report or complaint.)

2. Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with counselors, health service providers, victim services advocates, domestic violence resources, local or state assistance agencies, or members of the clergy who are permitted by law to maintain confidentiality (except in extreme cases of immediacy of threat or danger or abuse of a minor). These sources will submit anonymous statistical information for timely warning and Clery Act purposes. If a reporting party is unsure of a resource's ability to maintain confidentiality, the reporting party is advised to ask them before talking to them. See uni.edu/safety for additional information on these resources.

UNI counselors for students and/or the Employee Assistance Program for employees are available to help free of charge and can be seen on an emergency basis.

3. Private Reporting

Reports to University employees who are not confidential resources listed above in Section IV.A.2 will be treated with the maximum possible privacy. If a reporting party is unsure of a resource's ability to maintain privacy, the reporting party is advised to ask them before talking to them. The resource will be able to explain the resource's reporting obligations and help a reporting party make decisions about who is in the best position to help. If personally identifiable information is shared, it will be shared with as few people as possible under the circumstances and efforts will be made to protect privacy to the greatest extent reasonably possible.

4. Formal Reporting

Complainants are encouraged to speak to University officials, such as the Title IX Officer or Deputy Coordinators or UNI Police, to make formal reports. Complainants have the right, and can expect, to have complaints taken seriously by the University when formally reported and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords privacy to the reporter and only a small group of officials who need to know will be told. Information will be shared as necessary with investigator(s), witnesses, and the respondent. The number of people with this knowledge will be kept as low as reasonably possible to preserve a complainant's rights and privacy.

5. Criminal Reporting

If someone is in immediate danger or is a victim of a crime, call 9-1-1. Some acts of discrimination and harassment may also be crimes, such as sexual assault or stalking. Allegations of criminal conduct should be reported to law enforcement even when it is not clear whether the conduct rises to the level of a crime. Regardless, law enforcement can assist with obtaining medical care, getting immediate law enforcement response and protection, connecting with victim advocate services and counseling support, initiating a criminal investigation as appropriate, and answering questions about the criminal process.

B. Informal Resolution Process

Informal resolution is an alternative to the formal complaint resolution process. The Title IX Officer will determine if informal resolution is appropriate, based on the willingness of the parties and the nature of the alleged conduct. Sanctions are generally not pursued as the result of an informal resolution process, though the parties may agree to appropriate remedies. The Title IX Officer will keep records of any resolution that is reached. The University reserves the right to cancel informal resolution if sufficient evidence suggests a formal investigation or other sanctions or remedies may be necessary and appropriate.

It is not necessary to pursue informal resolution first in order to make a formal complaint, and anyone participating in informal resolution can stop that process at any time and request to continue through the formal process.

Except in cases involving criminal activity and/or sexual assault, an employee or student alleging discrimination, harassment and/or retaliation against an employee under this policy is encouraged to discuss the allegation with the head of the department in which the alleged discrimination, harassment and/or retaliation occurred. The department head will then consult with the Office of Compliance and Equity Management to determine an appropriate course of action. If it is appropriate, an attempt to facilitate an informal resolution of the matter will be made. In the event that an informal resolution is not reached, is not appropriate, or is not pursued, the student or employee who is alleging the discrimination, harassment, or retaliation may consult with the Office of Compliance and Equity Management to initiate a formal investigation. If, at any time, the employee or student is not comfortable addressing the department head, the Office of Compliance and Equity Management may be contacted directly.

Note: If an allegation includes actions that involve criminal activity and/or sexual assault, reports will be coordinated by the Title IX Officer. Individuals are strongly encouraged to also file a report with UNI Police.

C. Formal Resolution Process

1. Filing a Complaint

Any individual who believes that this policy has been violated should contact the Title IX Officer or any Title IX Deputy Coordinator. The University website also includes a reporting form at uni.edu/safety which may serve to initiate a complaint.

a. Complaint Intake

Following receipt of notice or a complaint, the Title IX Officer or Deputy Coordinator will normally, within four business days, make an initial determination as to whether the information has merit to reasonably indicate there may have been a violation of University policy. If it appears a violation may have occurred, an investigation will begin. If the complaint does not appear to allege a policy violation or if conflict resolution is desired by the complainant and appears appropriate given the nature of the alleged behavior, then the complaint does not proceed to investigation. An investigation will be pursued if there is sufficient information to suggest a policy violation may exist, a pattern of misconduct, and/or a perceived threat of further harm to the community or any of its members.

b. Interim Action

The University will implement interim and/or protective actions upon notice of alleged discrimination, harassment, and/or retaliation and will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest, or visitor who has violated this policy.

Interim actions include but are not limited to: no contact orders, no trespass notices, providing counseling and/or medical services, academic support, living arrangement adjustments, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, and referral to campus and community resources.

The University may suspend, on an interim basis, a student or student organization or place an employee on administrative leave pending the completion of the investigation and procedures. In cases in which an interim suspension or administrative leave is imposed, the student, employee, or student organization will be given the opportunity to meet with an appropriate administrator prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the action should not be implemented. Violation of interim provisions will be grounds for disciplinary action.

During an interim suspension or administrative leave, a student or employee may be denied access to University housing and/or the University campus, facilities, or events, either entirely or with specific application. As determined by the appropriate administrative officer, this restriction includes classes and/or all other University activities or privileges for which the individual might otherwise be eligible. At the discretion of the appropriate administrative officer, alternative coursework options may be pursued to ensure as minimal an impact as possible on the respondent student. At the discretion of the appropriate administrative officer, alternative employment/work options may be pursued to ensure

as minimal an impact as possible on the respondent employee.

2. Notice of Charges

Once an investigator has been assigned, written notice of the allegations will be provided to the parties involved. If the respondent is an employee, the written notice will be copied to the employee's department head/director, dean, vice president, and president.

3. Investigation

If a complainant wishes to pursue a formal complaint or if the University determines an investigation is necessary, the Title IX Officer will assign an investigator, usually within two business days of determining that a complaint should proceed. Investigations will be thorough and impartial and will entail interviews with relevant parties and witnesses, and obtaining available evidence. The University aims to complete investigations within 60 days, which can be extended as necessary for appropriate cause by the Title IX Officer with notice to the parties. Investigation may take longer when initial complaints fail to provide direct first-hand information. The University may undertake a short delay (usually 3-10 days, to allow evidence collection) when criminal charges are being investigated. University action will continue regardless of the status of civil or criminal charges involving the same incident.

a. Student Withdrawal While Charges Pending

Should a responding student decide to withdraw from the University and/or not participate in the investigation and/or hearing, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to the University unless any and all sanctions have been satisfied. The Title IX Officer will continue to act to promptly and effectively remedy the effects of the conduct upon the victim and the community.

b. Employee Resignation While Charges Pending

Should a responding employee resign while charges are pending, the records of the Title IX Officer will reflect that status, as will University responses to any future inquiries regarding employment references for that individual. Should an employee decide to leave and not participate in the investigation and/or hearing, the process will nonetheless proceed in the employee's absence to a reasonable resolution and that employee will not be permitted to return to the University unless any and all sanctions have been satisfied. The Title IX Officer will continue to act to promptly and effectively remedy the effects of the conduct upon the victim and the community.

4. Investigation Findings

a. For Students

Upon receipt of the investigative report, the Title IX Officer will forward it to the Dean of Students

or designee for an appropriate hearing per Student Conduct Code procedures. Following the hearing, the decision of whether a policy violation has occurred will be determined by using a preponderance of the evidence standard. A finding of a policy violation by a preponderance of the evidence means that it is more likely than not that the policy violation occurred. If, following the hearing, the decision is that no policy violation has occurred the process will end. Regardless of the outcome, the complainant, the respondent, and the Title IX Officer will be notified of the finding in writing.

If, following a hearing, the student is found to have violated University policy, appropriate disciplinary sanctions will be determined after consultation with the Title IX Officer. The Dean of Students (or designee) will notify the respondent, the complainant, and the Title IX Officer in writing of the Dean of Students' decision. This written decision must be issued within fifteen working days of the date of receipt of the investigative report from the Title IX Officer.

b. For Employees

Upon receipt of the investigative report, the Title IX Officer will determine if this policy has been violated by using a preponderance of the evidence standard. A finding of a policy violation by a preponderance of the evidence means that it is more likely than not that the policy violation occurred. If the Title IX Officer decides that no policy violation has occurred, then the process will end. Regardless of the outcome, the complainant and the respondent will be notified of the finding in writing. The respondent's department head/director, Dean, Vice President, and the President will also be notified of the finding.

In the event that the employee violated University policy, the Vice President of the respondent will determine appropriate disciplinary sanctions based on the recommendation from the Title IX Officer. Regardless of the outcome, the complainant, the respondent, and the Title IX Officer will be notified in writing of the outcome within fifteen working days of the date of the notice from the Title IX Officer. If the Vice President serves as a party or witness in the investigation, the Title IX Officer's recommendation will be sent to the President for determination of disciplinary sanctions.

5. Sanctions

Sanctions will be recommended by the Title IX Officer and forwarded to the decision-making authority as noted above in Section IV.C.4. Factors considered when determining a sanction may include:

- The nature of, severity of, and circumstances surrounding the violation
- The respondent's disciplinary history

- Previously founded complaints or allegations against the respondent involving similar conduct
- Any other information deemed relevant by the Title IX Officer
- The need to bring an end to the discrimination, harassment, and/or retaliation
- The need to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the victim and the community

a. Student Sanctions

The following are sanctions that may be imposed upon students under this policy:

- *Warning:* A formal statement that the behavior was unacceptable and a warning that any further infraction of any University policy, procedure, or directive may result in more severe sanctions or responsive actions.
- *Probation:* A written reprimand for violation of the Student Conduct Code that provides for more severe disciplinary sanctions in the event that the student or organization is found in violation of any University policy, procedure, or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, no contact orders, and/or other measures deemed appropriate.
- *Deferred Suspension:* A serious and final warning that any violation of university policy could result in immediate separation of the student from the University for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- *Suspension:* Termination of student status for a definite period of time and/or until specific criteria are met. This sanction will be noted as a Conduct Suspension on the student's official transcript. Conditions for readmission may be specified.
- *Expulsion:* Permanent termination of student status, revocation of rights to be on campus for any reason, and/or attend University-sponsored events. This sanction will be noted as a Conduct Expulsion on the student's official transcript.
- *Withholding Diploma:* The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a complaint pending or as a sanction if the student is found responsible for an alleged violation.
- *Revocation of Degree:* The University reserves the right to revoke a degree awarded from the University for fraud, misrepresentation, or other violation of University policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Organizational Sanctions:* Deactivation, de-recognition, or loss of all privileges (including University registration), for a specified period of time or permanently.
- *Other Actions:* In addition to or in place of the above sanctions, the University may assign any other sanction(s) as deemed appropriate.

b. Employee Sanctions

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Sanctions for an employee who has violated this policy may include, but are not limited to, verbal or written warning, required counseling, training, demotion, reassignment, suspension with or without pay, and termination.

6. Appeals

Appeals of the decision of the Dean of Students (for students) or the Vice President/President (for employees) may be filed by the complainant or the respondent or both. All requests for appeal considerations must be submitted in writing to the Title IX Officer within five business days of the date of the final written notice.

Appeals are limited to allegations of the following:

- A procedural error or omission occurred that significantly impacted the outcome.
- There is new evidence, unknown or unavailable during the investigation, that could substantially impact the finding or sanction. A summary of this new evidence and its potential impact upon the investigation must be included in the appeal.
- The sanctions imposed are substantially disproportionate to the severity of the violation.

The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a finding and sanction/responsive action(s) are final. When a party requests an appeal, the other party (parties) will be notified and given an opportunity to respond.

For students: In cases involving student conduct, a person designated by the Vice President for Student Affairs will review the appeal request(s).

For employees: In cases involving employee conduct, a person designated by the President will review the appeal request(s).

Where the designee finds that at least one of the grounds is met, and proceeds with the appeal, additional principles governing the hearing of appeals include the following:

- The original decision will only be changed when there is a compelling justification to do so.
- Appeals are not intended to be full re-hearings of the complaint. Appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal.
- Sanctions will not be imposed pending the outcome of the appeal. Interim and/or protective actions may be imposed and/or continued as appropriate.
- The designee will render a decision within ten business days to the Title IX Officer who will normally provide written notice of the appeal to all parties within two to three business days from the date of the appeal review.
- All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.

- Once an appeal is decided, the outcome is final: further appeals are not permitted under this policy.

7. Failure to Complete Sanctions

All respondents are expected to comply with conduct sanctions within the time frame specified in their written notice. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions and/or suspension, expulsion, and/or termination from the University. For students, failure to comply may result in transcript notation and/or a hold to prevent future registration.

V. Remedial Actions

In addition to the interim actions outlined in Section IV.C.1.b, the Title IX Officer (or designee) may provide remedial actions intended to address the short or long-term effects of harassment, discrimination, and/or retaliation. That is, remedial actions may be taken at the conclusion of the process in addition to any actions that may have been taken on an interim basis, in order to redress harm to the complainant and the community and to prevent further harassment or violations. Remedial actions may also be used when, in the judgment of the Title IX Officer (or designee), the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on campus of the respondent or the ongoing activity of a student organization whose behavior is in question.

These remedies may include referral to counseling and health services or to the Employee Assistance Program, education to the community, altering the housing situation of a respondent student or resident employee (or the alleged complainant, if desired), altering work arrangements, providing campus escorts, implementing contact limitations between the parties, or offering adjustments to academic deadlines and/or course schedules.

VI. Statement of Rights for Complainants and Respondents

Both complainants and respondents will be afforded the following rights under this policy:

- To be treated with respect by University officials
- To take advantage of campus support resources (such as Counseling Services and University Health Services for students, or EAP services for employees)
- To experience a safe educational and work environment
- To have an advisor (students) or representative (employees) during this process
- To refuse to have an allegation resolved through informal procedures
- To be free from retaliation
- To have complaints heard in substantial accordance with these procedures
- To reasonable and necessary participation in the process
- To be informed in writing of the outcome of the complaint and, where permissible, sanctions, and the rationale for the outcome

VII. Records

In implementing this policy, records of all complaints, resolutions, and hearings will be kept by the Title IX Officer indefinitely in the Office of Compliance and Equity Management.

VIII. Resources

A. University Title IX Officer and Deputy Coordinators

Contact information on the Title IX Officer and Deputies can be found above in Section III.A. and at www.uni.edu/equity/title-ix-reporting.

B. External Sources

A complainant may choose to file a complaint with the state and federal agencies listed below.

Office for Civil Rights (OCR) – Chicago Office

U.S. Department of Education
 Citigroup Center
 500 W. Madison Street, Suite 1475
 Chicago, IL 60661
 Phone: (312) 730-1560
 Fax: (312) 730-1576 TDD: (877) 521-2172
 Email: OCR.Chicago@ed.gov
 Web: www.ed.gov/ocr

Equal Employment Opportunity Commission (EEOC)

Reuss Federal Plaza
 310 W. Wisconsin Avenue, Suite 800
 Milwaukee, WI 53203-2292
 Phone: (800) 669-4000
 Fax: (414) 297-4133
 TTY: (800) 669-6820
 Web: www.eeoc.gov/

Iowa Civil Rights Commission (ICRC)

Grimes State Office Building
 400 E. 14th Street
 Des Moines, IA 50319
 Toll free: (800) 457-4416
 Phone: (515) 281-4121
 Fax: (515) 242-5840
 TDD: (877) 521-2172
 Web: <https://icrc.iowa.gov/>

C. Iowa State Law Definitions

1. Hazing

Under Iowa Code § 708.10, a person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student. Under § 708.10, forced activity means any activity which is a condition of initiation or admission into, or affiliation with, an organization, regardless of a student’s willingness to participate in the activity.

2. Stalking

Under Iowa Code § 708.11, a person commits stalking when all of the following occur: (a) The person purposefully engages in a course of conduct directed at a specific person that would cause a reasonable person to fear bodily injury to, or the death of, that specific person or a member of the specific person’s immediate family. (b) The person has knowledge or should have knowledge that the specific person will be placed in reasonable fear of bodily injury to, or the death of, that specific person or a member of the specific person’s immediate family by the course of conduct. (c) The person’s course of conduct induces fear in the specific person of bodily injury to, or the death of, the specific person or a member of the specific person’s immediate family.

3. Bullying

Harassment and bullying are defined in Iowa Code § 280.28 as any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: (1) Places the student in reasonable fear of harm to the student’s person or property. (2) Has a substantially detrimental effect on the student’s physical or mental health. (3) Has the effect of substantially interfering with a student’s academic performance. (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

4. Domestic Violence and Dating Violence

Domestic violence and dating violence are covered by Iowa Code § 236.2, which defines “domestic abuse.” Domestic abuse means committing assault as defined in section 708.1 (criminal assault) under any of the following circumstances:

- a. The assault is between family or household members who resided together at the time of the assault.
- b. The assault is between separated spouses or persons divorced from each other and not residing together at the time of the assault.
- c. The assault is between persons who are parents of the same minor child, regardless of whether they have been married or have lived together at any time.
- d. The assault is between persons who have been family or household members residing together within the past year and are not residing together at the time of the assault.
- e. (1) The assault is between persons who are in an intimate relationship or have been in an intimate relationship and have had contact within the past year of the assault. In determining whether persons are or have been in an intimate relationship, the court may consider the following nonexclusive list of factors: (a) The duration of the relationship. (b) The frequency

Academic Regulations

of interaction. (c) Whether the relationship has been terminated. (d) The nature of the relationship, characterized by either party's expectation of sexual or romantic involvement.

(2) A person may be involved in an intimate relationship with more than one person at a time.

D. Other University Policies

3.02 Student Conduct Code

13.03 Equal Opportunity and Non-Discrimination Statement

13.19 Retaliation and Misconduct Reporting Policy

13.20 Duty to Report Child Abuse

13.15 Accommodations of Disabilities

E. Support Resources

uni.edu/safety

Violence Intervention Services

Revisions: These policies and procedures will be reviewed and updated regularly by the Title IX Officer. The Title IX Officer may make minor modifications to procedure that do not materially change the process. However, the Title IX Officer may also vary procedures materially with notice (on the University's policy website, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of its implementation will apply. Policy in effect at the time of the offense will apply even if the policy is changed subsequently, unless the parties consent to be bound by the current policy or applicable law requires otherwise.

Office of Compliance and Equity Management; and Office of Dean of Students, approved December 23, 2013

President's Cabinet, approved May 12, 2014

President and Executive Management Team, approved June 6, 2014

Accommodations of Disabilities (13.15)

Purpose:

To provide guidelines regarding the University's compliance with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), and other applicable federal and state laws and regulations.

Policy Statement:

No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the University, or be subjected to unlawful discrimination by the University. This policy applies to all aspects of campus activities including employment, education, student programming, and services provided to the community at-large.

Students: In order to receive assistance with requests for accommodations, a student with a disability must contact Student Disability Services.

Employees: An employee with a disability who wishes to request an accommodation must contact his/her/their supervisor or Faculty and Staff Disability Services located in Human Resource Services. All University employees in a supervisory capacity are required to report to Faculty and Staff Disability Services any such request for accommodation received.

Events: Any individual (student, university employee or visitor) who plans to attend an event on campus and wishes to request an accommodation should contact the venue hosting the event. Visitors may also contact Faculty and Staff Disability Services for assistance.

To ensure accessibility in all programs and events, the following statement is to be placed in program announcements:

Individuals with disabilities are encouraged to attend all UNI-sponsored events. If you are a person with a disability who requires a reasonable accommodation in order to participate in this program, please contact (sponsoring department or contact person) at (telephone number and email) at least one week prior to the event.

If the event includes a meal, the following statement should be added:

If you have special dietary needs, please contact (sponsoring department or contact person) at (telephone number and email).

If a text telephone (TTY) number is available, it should be included in the program announcements.

It is the responsibility of the sponsoring department to arrange necessary accommodations. The sponsoring department should identify the individual(s) responsible for handling accommodation requests.

While the university will not deny a request based on a deadline, advance notice can be requested. The university must make a good faith effort to provide reasonable accommodations whenever a request is received.

If an employee or student feels his/her/their rights under the Rehabilitation Act, the ADA, and/or the ADAAA have been violated, he/she/they may consult with the Office of Compliance and Equity Management and/or utilize the procedures outlined in the Discrimination and Harassment Policy. The Assistant to the President for Compliance and Equity Management is the designated ADA Compliance Officer.

For additional information, visit www.uni.edu/disability or contact the Office of Compliance and Equity Management, 117 Gilchrist, University of Northern Iowa, Cedar Falls, IA 50614-0028, 319-273-2846, equity@uni.edu, www.uni.edu/equity.

*Office of Compliance and Equity Management, approved August 2013
President's Cabinet, approved December 19, 2013, to be effective
January 1, 2014*

Undergraduate Information and Degree Requirements

The University of Northern Iowa offers degrees at both the undergraduate and graduate levels. Graduate information is provided in the Graduate Degree Requirements, and specific graduate major program requirements are listed within the Program Requirements section by department. At the undergraduate level, the University of Northern Iowa offers four traditional baccalaureate degrees: the Bachelor of Arts, the Bachelor of Fine Arts, the Bachelor of Music, and the Bachelor of Science. The external degree of Bachelor of Liberal Studies is also offered by UNI, and details of this unique degree program are provided in this University Catalog. Major goals in the programs leading to these degrees are the advancement of humane learning and the preparation of all students to cope intelligently, effectively, and reasonably with the complex and changing conditions of life in modern society. To attain these goals, while at the university, students are expected to make significant progress toward:

1. understanding themselves and the society in which they live,
2. developing the ability to read, write, and speak their own language well and to appreciate its literature,
3. gaining an acquaintance with the literature of another language and the culture of its people, preferably in the original, but certainly through the study of translations,
4. securing a thorough grounding in the history and cultural traditions of the modern world with a special sympathetic understanding for the economic, social, and political problems of our time,
5. acquiring an understanding of the principles and methods of the natural sciences and mathematics and the part they play in modern society,
6. developing the ability to perceive the values of the arts and derive an enjoyment from them,
7. acquiring a knowledge of how to care for their own health and physical environment and to take an intelligent interest in the health and welfare of the community in which they live, and
8. growing in the desire to secure knowledge.

To achieve these ends, students are obliged to take a variety of courses drawn from among the arts, humanities, philosophy, mathematics, and language, and from among the biological, physical, and social sciences. Concentration in a major field enables students to engage in intensive study, to think for themselves, and to exercise discriminating judgment. It prepares the student for more advanced work if s(he) decides to go on to graduate school, or for immediate employment. This emphasis on the academic program is not to exclude the contributions made by other parts of the university life to the substantial development of a student's personality - social and athletic activities, public speaking and dramatic arts, music, art, public affairs, or other programs.

The desired result of these degree programs is not an individual who conforms to society as it is or sees her/his own vocation within the narrow confines of the day-to-day occupation, but rather a person enriched in mind and spirit and so stimulated that this person will seek with eagerness to contribute to the benefit of the world in which s(he)

lives. Such a program is desirable for all students whatever their future professions may be.

All credit hours stated in this catalog, for a program, assume students have **appropriate preparatory course work**. If a student's preparation is inadequate, additional course work may be necessary and may extend the length of the program and the time required to complete graduation requirements.

For those who plan to become teachers, additional work is required in professional education. This work seeks to enhance the student's interest in and commitment to teaching, to instill loyalty toward the profession, and to encourage the desire for continuous professional growth. The student acquires the skills, techniques, and understanding necessary to good teaching by studying current knowledge concerning the physical, emotional, and mental growth of children and youth, the ways that they learn, and methods for guiding them to reach full potential. As part of her/his preparation, the student explores the mutual relationships and responsibilities of the teacher, the school, and the community.

The prospective teacher must also spend a significant part of her/his time in the area of learning chosen for concentration. The student's mastery of the subject matter of this area, its closely-related fields, and the skills and professional dispositions needed to present it effectively are essential aspects of successful teaching.

The teacher preparation program requires more hours to complete than many of the other programs in order to include the necessary professional work and to approximate, as far as possible in a four-year period, the other major goals previously listed. Students completing the teacher preparation program are strongly encouraged to continue their education beyond the bachelor's degree.

Declaration of Major Academic Advisement Report

The choice of major should be made as early as possible in the student's university career in order to complete the program and fulfill requirements for graduation. The student is assigned an advisor at orientation based on the major indicated at that time. Those students who are pre-majors, and students adding or changing a major, indicate this in the major department on a *Declaration of Curriculum* form and a new advisor is assigned. The form is filed with the Office of the Registrar.

Degree-seeking, first baccalaureate students are eligible for an **Academic Advisement Report**. This is prepared by the Office of the Registrar and made available to the student in their Student Center. Changes in the student's declared major or minor are reflected on the Academic Advisement Report upon processing.

UNI Grad Pact - Four-Year Graduation

The University of Northern Iowa, in response to a student body that is diverse in experiences, talents, expectations, and goals, has developed a "pact" that is designed to assist students in completing an undergraduate degree within four calendar years of their initial freshman enrollment. Students may follow many paths to graduation, with dozens of majors and concentrations offered through five undergraduate colleges. In addition, special programs can be tailored to the needs and interests students bring to the campus or discover once they are here. Students who wish to participate in the four-year graduation plan must average from 16 to 18 credits per semester (one quarter of the applicable credits for their major each year) and will need to make academic and personal choices that will result in graduation within four years.

UNI's four-year graduation plan is called UNI Grad Pact. Students who enroll as freshmen with well-defined interests, in "pact-approved" majors, and who want to complete their undergraduate study as expeditiously as possible, are assured of being able to enroll in courses allowing graduation in four calendar years. UNI Grad Pact is an agreement between the university and those students who choose to participate in the plan.

Students accept responsibility for monitoring their own progress toward degrees and for making choices that will allow them to graduate within four calendar years. The university is responsible for maintaining systems of advising so that students can track their progress, and agrees to provide the needed courses or their equivalents.

The university continues to encourage breadth and exploration as essential parts of a university education. UNI Grad Pact is designed to assure that students are carefully guided in their course choices while still benefiting from the rich educational opportunities offered by the university. Those students who conclude that UNI Grad Pact does not meet their academic and/or personal goals are encouraged to develop, in consultation with their academic advisor, a plan and timetable for completing the courses in their major that will allow them to achieve their individual academic, career, professional, and personal aspirations. Those students who do not participate in the plan will still benefit from descriptions of recommended patterns of progress toward degrees and enhanced advising services that will be available to all students.

General Conditions

1. Students must enter the university as freshmen with appropriate high school preparation to begin a four-year graduation plan.
2. Students must sign up for UNI Grad Pact and declare their interest in a major that qualifies for the four-year plan.
3. Students are responsible for meeting deadlines and requirements of the pact. Therefore, students must regularly monitor their progress toward graduation. Such monitoring includes meeting each semester, in a timely manner prior to registration, with their academic advisor.
4. For courses required by the major and for graduation, students must accept any available section that can be accommodated in their course schedule and must register at their assigned registration time.

5. Students must be admitted and remain in good academic standing to the colleges and departments which offer their major.
6. Students may change majors and remain in the program if, at the time the student decides to make the change, he or she can still meet the requirements of the new major and graduate within the four calendar years. Students may enroll in an additional major or in programs leading to additional licensing and certification, and remain in UNI Grad Pact, if they can complete these additional requirements and those of their first major within the four calendar years. Students must see their academic advisor in a timely manner in order to accomplish these changes or additions.
7. Students must accept responsibility for timely annual application for all necessary financial assistance.
8. Students must complete a minimum of one quarter of the applicable credits for their major each year (including summer sessions).
9. If, after working with their advisor, it appears that graduation may be delayed due to unavailability of a course, students must notify the Office of the Provost, Associate Provost for Academic Affairs, in writing prior to the beginning of classes in the term in which the course would be needed.

If the student meets all the conditions of the four-year plan but is unable to graduate due to the unavailability of a course, the university will offer one of the following:

1. Allow the student to graduate in four years by substituting a different course or an independent study assignment, as determined by the department and the college offering the student's major.
2. Allow the student to graduate in four years by waiving the requirement to be met by the unavailable course, as determined by the department and college offering the student's major.
3. Allow the unavailability of a course to delay the student from graduating in four years, in which case the university will waive UNI tuition and mandatory fees for this course in order for the student to graduate within the next year.

These procedures will be the exclusive remedy for the four-year plan (UNI Grad Pact) agreement. The university is under no obligation to provide one of these adjustments unless the student submits a written request for an accommodation to the Provost prior to the beginning of classes in the last term of the student's four-year plan.

Undergraduate Curricula Bachelor of Arts Degree

Two programs leading to the Bachelor of Arts degree are available.

A. Bachelor of Arts - Teaching Program - 120 semester hours

Note: Programs requiring more than 120 semester hours to graduate (see major requirements) are identified and may include up to 144 semester hours.

On this program students are prepared as:

1. Secondary teachers of art, business, biology, chemistry, communications, earth science, English, industrial arts,

mathematics, music, physical education, physics, science, social science subjects (economics, history, etc.), spanish, and speech.

2. Special teachers of art, industrial arts, music, physical education, special education, and speech.
3. Early childhood and elementary teachers (kindergarten through sixth grade).
4. Middle level education teachers in various areas of instruction.

B. Bachelor of Arts - 120 semester hours

Note: Programs requiring more than 120 semester hours (see major requirements) are identified.

On this program students are prepared in the following areas:

1. **Liberal Arts** - accounting, applied human sciences, art, biology, business, chemistry and biochemistry, communications, computer science, criminology, economics, English, finance, health, leisure services, management, marketing, mathematics, music, philosophy, physical education, physics, psychology, spanish, speech, social science, social work, science, technology, and theatre.
2. **Program for Registered Nurses**

A student certified or licensed as a registered nurse (R.N.) may be recommended for a Bachelor of Arts degree with a major in General Studies in accordance with the following provisions:

 - a. A student who has taken the work required for certification or licensure, including the successful completion of required agency examinations, will have 34-45 semester hours accepted for transfer to apply on the bachelor's degree. Such work may have been earned in a two-year associate degree program or in an approved hospital diploma program.

These hours of transfer work may be affected by a general university requirement that a maximum of 65 semester hours may be accepted from a two-year institution. The 34-45 semester hours of transfer credit for R.N. certification is considered part of this limit. Thus, a student who has earned more than 20 semester hours of other two-year college credit may not be able to use all of the nursing credits for graduation requirements. Such individuals should consult the Director of Admissions concerning the application of this requirement in her/his situation.
 - b. Eleven of the total number of semester hours accepted as advanced standing for R.N. certification are applied to Liberal Arts Core requirements in the areas of biology, chemistry, and interpersonal relationships. Specifically, the 11 hours would be dispersed in the following way:
 - i *Category 4. Natural Science and Technology*
 1. Life Sciences - 3 hrs.
 2. Physical Sciences - 3 hrs.
 - ii *Category 5. Social Science*
 1. Group A (1 course) - 2-3 hrs.
 2. Group B (1 course) - 2-3 hrs.

One course from Group A, B, or C is required.

The student will be held to courses required in the remaining Liberal Arts Core categories.

- c. The student shall complete a minimum of 15 hours of upper-level courses from each of two of the four colleges for a total of 30 hours. The student's program will be planned in consultation with the Individual Studies Program Coordinator. As an alternative to item c, the student may complete the requirements for a major offered by any department and graduate with a Bachelor of Arts in the chosen major.
- d. A student may not earn duplicate credit for courses taken at another institution and judged to be equivalent.
- e. The student shall earn enough credit in elective courses to have a total of 120 hours of academic credit.
- f. This program is under the jurisdiction and general supervision of Individual Studies. Students entering this program will confer with the Program Coordinator.

This degree program is not recommended for students intending to work in nursing education at the collegiate level, in such areas as public health, or psychiatric nursing, nor those for whom the primary intention is graduate work in nursing.

3. Joint Program

Students interested in one of the following professional programs may complete the basic work on the University of Northern Iowa campus and transfer to UNI a year's credit from the professional school to complete the requirements for a Bachelor of Arts degree at UNI:

- Chiropractic
- Medical Technology

A student shall complete at UNI all the requirements in the Liberal Arts Core (45 semester hours) and the requirements for the B.A. (Joint Program Option) in Biology and have a total of at least 90 semester hours at UNI. The professional courses transferred must bring the total hours to at least 120 semester hours. Credit is accepted only from professional schools which are fully accredited. Details of the B.A. (Joint Program Option) are available from the Biology Department.

The student must know the requirements for entrance to the professional school so as to be able to take at the University of Northern Iowa the work required for admission while at the same time meeting UNI degree requirements. The student will work with the Biology Department advisor who will help in the selection of proper courses.

Acceptance of credit from professional schools of chiropractic and medical technology toward meeting part of degree requirements:

A student who has completed three years or more of college work with a minimum of 90 semester hours, of which at least the last 30 hours of work were completed at the University of Northern Iowa before admission to an accredited professional college, may use professional credit to satisfy the remaining hours required for the baccalaureate degree at the University of Northern Iowa. The student shall have completed all of the specific requirements for the B.A. (Joint Program Option).

C. Other Programs

1. Pre-professional

Suggested programs are available for those planning to complete programs in allied health, biomedical, chiropractic, dentistry, engineering, law, medical technology, medicine, mortuary science, nursing, optometry, pharmacy, physical therapy, physician

Undergraduate Information and Degree Requirements

assistant, podiatry, theology, and veterinary medicine. These program guides may be requested from the Office of Admissions or visit the website www.uni.edu/advising/pre-professional-guidesheets.

2. Cooperative Programs

- a. The University of Northern Iowa offers prerequisite coursework for students planning to apply to other colleges for the Bachelor of Science in Nursing degree. Allen College has a cooperative agreement with UNI for students admitted into their nursing and radiography programs. Students may complete prerequisite coursework at UNI for Allen's Bachelor of Health Science programs in Diagnostic Medical Sonography, Nuclear Medicine Technology, and Clinical Laboratory Technology.
- b. Three-year Program in Medical Technology. The University of Northern Iowa cooperates with St. Luke's Hospital in Cedar Rapids and University of Iowa Medical School in Iowa City, to offer the first three years of work; St. Luke's Hospital in Cedar Rapids and University of Iowa Medical School in Iowa City offer the fourth year.
- c. Three-year Program in Cytotechnology. The University of Northern Iowa cooperates with Mayo School of Health-Related Sciences, Rochester, Minnesota; School of Cytotechnology, Wisconsin State Laboratory of Hygiene, Madison, Wisconsin; and Mercy School of Cytotechnology, Des Moines, Iowa. The first three years of work are done at UNI; during the fourth year, cytotechnology will be taken at one of the three cooperating schools.
- d. Three-year program in chiropractic medicine with Logan College of Chiropractic, Chesterfield, MO; Palmer College of Chiropractic, Davenport, IA. The first three years of work are done at UNI; during the fourth year, chiropractic classes will be taken at the cooperating school.
A student who expects to transfer to another institution should declare her/his special interest at the time of admission. The student will be assigned to an advisor who is familiar with the type of program being sought. Before seeing her/his advisor for the first time, the student should secure a current copy of the catalog of the school to which the transfer is planned.

3. Community College Partnerships

Several statewide partnerships exist. The A.A. degree from all Iowa community colleges fulfills the majority of the Liberal Arts requirements at UNI. The reverse transfer agreement allows students to complete their A.A. degree after transferring by using UNI courses to complete the A.A. degree.
The Admissions Partnership Program provides students enrolled at the community college an adviser from UNI to help plan a course of study at the community college. In addition, other partnerships, also known as articulation agreements, have been developed between UNI and all Iowa community colleges for particular UNI baccalaureate degree programs. These agreements show specific courses that need to be taken at each school to complete a program. If available, an articulation agreement typically results in the quickest route to graduation for a transfer student.
Additionally, UNI has developed a 2+2 program. Students in this program earn an A.A. degree from a community college or have completed a similar set of courses at another institution and the UNI portion of a 2+2 program is offered at the community college for students who are place bound or career changing. These include B.A. degrees in elementary education teaching and early

childhood education endorsement. Called a 2+2 program, the time to complete a degree may take more than four years depending on individual circumstances.

For more information contact the UNI Office of Admissions, Cedar Falls, IA; phone 319-273-2281.

4. Army Reserve Officers' Training Corps (ROTC)

a. The Four-Year Program

The Army ROTC Four-Year Program consists of two parts: the Basic Course and the Advanced Course.

The Basic Course is usually taken during the freshman and sophomore years. Students taking a Basic Course class do not incur a military service obligation (except for scholarship students). The Basic Course teaches the student leadership, oral and written communication skills, survival skills, and basic soldier skills. There is no prerequisite that the basic courses be taken in sequence; however, a student must complete the basic course or the equivalent (see paragraph b. below), before progressing into the advanced course.

The Advanced Course is usually taken during the junior and senior years. Students enrolled and contracted in the Advanced Course will incur a military obligation (either active or reserve). The Advanced Course teaches the student about small unit tactics, leadership, ethics, management of military organizations and resources, as well as military law. The Department of the Army will pay all contracted cadets up to \$6,000 a year during the last two years of the program.

b. Accelerated Program

The accelerated program is designed specifically to fill the needs of the students who did not take Army ROTC during the first two years. Placement credit for the basic course may be obtained in several ways. The most common methods are prior military service, enlisted basic training, or successful completion of a six-week summer ROTC basic camp.

c. The Simultaneous Membership Program

The Simultaneous Membership Program (SMP) allows contracted cadets to be members of the Iowa Army National Guard or the Army Reserve and Army ROTC simultaneously. ROTC SMP cadets are paid at the rate of a Sergeant (E-5) for their one weekend a month training assemblies, plus up to \$6,000 a year subsistence allowance from the ROTC Advanced Course, and New G.I. Bill educational assistance benefits. Many ROTC SMP cadets also qualify for the Student Loan Repayment Program.

d. ROTC Scholarships

U.S. Army ROTC three- and four-year scholarships are available. They cover up to \$20,000 per year toward tuition and required educational fees at UNI, and provide \$600 per semester for textbooks, supplies, and equipment.
Army ROTC scholarships also provide a subsistence allowance of up to \$6,000 for each school year that the scholarships are in effect. Winning and accepting an ROTC scholarship does not preclude accepting other scholarships. Additional ROTC scholarship information is contained in this University Catalog.

e. Military Science Minor

The Military Science Department offers a minor in Military Science. Requirements for the minor are 33-39 hours and include Military Science courses as well as elective courses. More information is contained in this University Catalog.

f. Additional Information

Additional information regarding the U.S. Army ROTC program is contained under the section titled Military Science in this University Catalog. The specific courses offered by the Department of Military Science are listed under the Department of Military Science in the course description section. For additional information, write to the University of Northern Iowa, Department of Military Science, Cedar Falls, IA 50614-0142; come in person to West Gym (Room 203), UNI campus; or call the student advisor at 319-273-6178 or 319-273-6337. Please visit our website www.uni.edu/rotc.

- Economics
- English
- Family Services
- Finance
- General Studies
- General Studies for Registered Nurses
- Geography
- Gerontology
- Global Studies
- Graphic Design
- Graphic Technologies
- Health Promotion
- History
- Humanities
- Individual Studies
- Interactive Digital Studies
- Interior Design
- Leisure, Youth and Human Services
- Management
- Management Information Systems
- Marketing
- Mathematics
- Mathematics-Statistics/Actuarial Science
- Movement and Exercise Science
- Music
- Philosophy
- Political Communication
- Political Science
- Psychology
- Public Administration
- Real Estate
- Social Work
- Sociology
- Spanish
- Study of Religion
- Teaching English to Speakers of Other Languages (TESOL)
- Technology Management
- Textile and Apparel
- Theatre

Bachelor of Arts - Liberal Arts Curricula

A minimum of 120 semester hours is required to complete the B.A. Liberal Arts degree. All candidates on this program will complete the following pattern:

Liberal Arts Core (minimum 45 hours) *	45
Major, minor, foreign language, electives	75
Total Hours	120

* Programs requiring more than 120 hours are identified (see specific major requirements).

Not later than the beginning of the sophomore year, each student enrolled in this program will choose one major from the list below. A knowledge of a foreign language is required or recommended for several majors. Specific information regarding the foreign language requirements will be found with the departmental listings. It is recommended that the student include in her/his electives a course in the literature of some language or languages other than English (in translation if not in the original).

Majors and Minors

Specific requirements for the various majors and minors will be found with the departmental listings.

Majors

- Accounting
- Anthropology
- Art
- Athletic Training
- Biochemistry
- Biology
- Biology: Ecology, Evolution and Organismal Biology Emphasis
- Biology: Biomedical Emphasis
- Chemistry
- Communication
- Communication/Electronic Media
- Communication/Public Relations
- Communication Disorders
- Computer Science
- Criminology
- Earth Science

Minors

- Accounting
- Anthropology
- Art
- Art History
- Biology

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- Business Communication
- Chemistry
- Communication
- Communication/Journalism
- Communication/Public Relations
- Computer Science
- Criminology
- Earth Science
- Economics
- Educational Technology
- Electrical and Electronics Technology (EET)
- English
- Ethics
- Family Studies
- Finance
- General Business Concepts
- Geography
- Gerontology
- Graphic Technologies
- Health Promotion
- History
- Interactive Digital Studies
- Interdisciplinary Language Studies: French
- International Affairs
- International Business
- International Business (non-business majors)
- Jazz Studies
- Leisure Services
- Manufacturing Technology Design
- Marketing
- Mathematics
- Mathematics: Statistics and Actuarial Science
- Military Science
- Music
- Nanoscience and Nanotechnology
- Organizational Leadership
- Philosophy
- Physics
- Political Science
- Politics and Law
- Psychology
- Real Estate
- Real Estate-Business
- Religion
- Russian and East European Studies

- Social Welfare
- Sociology
- Spanish
- Spanish/English Translation
- Teaching English to Speakers of Other Languages (TESOL)
- Technology Management
- Textile and Apparel
- Theatre
- Women's and Gender Studies
- Writing

Bachelor of Arts - Teaching Program Curricula

The minimum total hours to graduate with a B.A. Teaching degree is 120 hours. Majors requiring more than 120 semester hours to graduate are identified (see specific major requirements). All candidates pursuing A. B.A. Teaching degree will choose one of the following patterns not later than the beginning of the sophomore year.

A. Preparation for teaching in the secondary school or in special subjects.

Liberal Arts Core (minimum 45 hours) *	45
Professional Education Requirement	32
Major, minor, electives **	43-67
Total Hours	120-144

B. Preparation for teaching in the elementary school (kindergarten and grades 1-6).

Liberal Arts Core (minimum 45 hours) *	45
Professional Education Requirement	33
Major requirements	51-57
Area of Specialization ***	12
Total Hours	141-147

C. Preparation for teaching in early childhood education (birth through grade 3).

Liberal Arts Core (minimum 45 hours) *	45
Professional Education Requirement	33
Major requirements	55-56
Total Hours	133-134

* The required professional education course EDPSYCH 2030 (200:030) (Dynamics of Human Development) can also count toward the requirements for the Liberal Arts Core Category 5C.

** Number of hours determined by declared program area. See appropriate major within Program Requirements section of this catalog for specific requirements.

*** Liberal Arts Core courses may be counted in the 12-hour area of specialization.

Professional Education Requirements

All candidates selecting a Bachelor of Arts-Teaching program are required to take the courses in professional education and a minimum of one departmental methods course. In addition, all candidates must be admitted to the Teacher Education Program.

Admission procedures are initiated at a required orientation session during Level I of the Professional Education sequence. Students are strongly encouraged to review teacher education admission information on the Teacher Education website www.uni.edu/teachered.

All students must complete a criminal background check through the Office of Teacher Education (319-273-2265; www.uni.edu/teachered) prior to entering PK-12 school buildings to work with pupils. Teacher candidates will be issued a certificate indicating completion of this background check process that they should carry with them to all field experiences. All students should complete training in universal precautions related to bloodborne pathogens (HIV, Hepatitis B and Hepatitis C) prior to the start of their first field experience. This training is provided in the first few weeks of the fall and spring semesters. Students can also complete the training on their own in the Instructional Resources and Technology Services Center (Schindler Education Center 222; www.uni.edu/coe/about/centers-and-services/irts).

SPED 3150 (220:150)	Meeting the Needs of Diverse Learners in Classrooms *	2
INSTTECH 1020 (240:020)	Secondary Educational Technology and Design	2-3
or INSTTECH 1031 (240:031)	Educational Technology and Design	
TEACHING 4170/5170 (280:170g)	Human Relations: Awareness and Application **	3
Level I		
TEACHING 2017	Level 1 Field Experience: Exploring Teaching	1
EDPSYCH 2030 (200:030)	Dynamics of Human Development	3
Level II ***		
TEACHING 3128	Level 2 Field Experience: Teacher as a Change Agent	1
EDPSYCH 3148 (200:148)	Learning and Instruction in Classroom Contexts	3
MEASRES 3150 (250:150)	Classroom Assessment	2
Level III †		
SOCFOUND 3119 (260:119)	Schools and American Society	3
Student Teaching (280:1xx) (course number denotes area in which experience is gained) ‡		12
TEACHING 3132 (280:132)	Early Childhood Teaching	
TEACHING 3134 (280:134)	Elementary Teaching	

TEACHING 3135 (280:135)	Special Education Teaching
TEACHING 3137 (280:137)	Middle School/Junior High Teaching
TEACHING 3138 (280:138)	Secondary School Teaching
TEACHING 3139 (280:139)	Vocational/Technical Teaching
TEACHING 3140 (280:140)	Special Area Teaching: Art, ESL, Music, and Physical Education
TEACHING 6250 (280:250)	Advanced Laboratory Practice

Total Hours 32-33

- * Prerequisite: EDPSYCH 2030 (200:030) or equivalent. Course *EDPSYCH 2030 (200:030)* may be used to satisfy Category 5C of the Liberal Arts Core.
- ** Before enrolling in TEACHING 4170/5170 (280:170g), the student must be fully admitted to the Teacher Education Program.
- *** Before enrolling in Level II, the student must be fully admitted to the Teacher Education Program and have a cumulative GPA of 2.50 or higher.
- † Before enrolling in Level III, the student must be fully admitted to the Teacher Education Program and have a cumulative GPA of 2.50 or higher.
- ‡ Before enrolling in Student Teaching, the student must be fully admitted to the Teacher Education Program, have completed Level II and Level III field experiences, and meet all GPA requirements.

Program admission and completion may include requirements and evaluations/assessments prescribed by the major, the Teacher Education Program, the Iowa Board of Educational Examiners and/or the Iowa Department of Education. Changes resulting from decisions made by the Iowa Board of Educational Examiners and/or the Iowa Department of Education can occur at any time and be binding upon both current and incoming students.

Professional Education Waivers/ Substitutions

1. Technology Education majors will be waived from INSTTECH 1020 (240:020). A student changing to a different education major from Technology Education may be required to complete INSTTECH 1020 (240:020) or INSTTECH 1031 (240:031), depending upon the new major.
2. Physical Education majors may substitute PEMES 3174 (420:174) for MEASRES 3150 (250:150). A Physical Education major changing to a different education major from Physical Education may be required to complete MEASRES 3150 (250:150).
3. Physical Education majors will be waived from SPED 3150 (220:150). A student changing to a different education major from Physical Education would be required to complete SPED 3150 (220:150).
4. Music Education majors will be waived from MEASRES 3150 (250:150). A student changing to a different education major from

Undergraduate Information and Degree Requirements

- Music Education would be required to complete MEASRES 3150 (250:150) .
5. Music Education majors will be waived from INSTTECH 1020 (240:020). A student changing to a different education major from Music Education may be required to complete INSTTECH 1020 (240:020) or INSTTECH 1031 (240:031), depending upon the new major.
 6. Art Education majors will be waived from INSTTECH 1020 (240:020). A student changing to a different education major from Art Education may be required to complete INSTTECH 1020 (240:020) or INSTTECH 1031 (240:031), depending upon the new major.
 7. Secondary science teaching majors (Science Education, Biology, Chemistry, Earth Science, and Physics) will be waived from INSTTECH 1020 (240:020) . A student changing to a different education major from Science Education, Biology, Chemistry, Earth Science, and Physics may be required to complete INSTTECH 1020 (240:020) or INSTTECH 1031 (240:031), depending upon the new major.
 8. Secondary business education teaching majors will be waived from INSTTECH 1020 (240:020). A student changing to a different education major from business education may be required to complete INSTTECH 1020 (240:020) or INSTTECH 1031 (240:031), depending upon the new major.
 9. Secondary modern language education majors will be waived from INSTTECH 1020 (240:020). A student changing to a different education major from modern language may be required to complete INSTTECH 1020 (240:020) or INSTTECH 1031 (240:031), depending upon the new major.
 10. Secondary mathematics teaching majors will be waived from INSTTECH 1020 (240:020). A student changing to a different education major from mathematics may be required to complete INSTTECH 1020 (240:020) or INSTTECH 1031 (240:031), depending upon the new major.
 11. Teaching English to Speakers of Other Languages (TESOL) teaching majors and TESOL/Modern Language teaching majors will be waived from INSTTECH 1020 (240:020). A student changing to a different education major from TESOL or TESOL/ Modern Languages may be required to complete INSTTECH 1020 (240:020) or INSTTECH 1031 (240:031), depending upon the new major.
6. complete COMM 1000 (48C:001) Oral Communication or the equivalent with a grade of C- (1.67) or better (effective January 1, 2009, see note below)**;
 7. complete the Liberal Arts Core Category 1: Core Competency C (Quantitative Techniques and Understanding) math course (or equivalent) with a grade of C- (1.67) or better (effective January 1, 2009, see note below);
 8. receive the required minimum scores on the UNI designated pre-professional skills exam over mathematics, reading, and writing and receive any required total score or better across all required sections of the required pre-professional skills exam*;
 9. demonstrate Acceptable Dispositions (absence of any Notification of Concern)
 10. fulfill any additional requirements as prescribed by the Teacher Education Program, the Iowa Board of Educational Examiners, or the Iowa Department of Education.
- * For more information, contact the Office of Teacher Education (319-273-2265) or consult the Teacher Education website www.uni.edu/teachered.
- ** Teaching majors taking UNIV 1059 *First Year Cornerstone* must earn a C- or better in both semesters in order to meet these two admission standards. Teaching majors who earn less than a C- in the first semester Cornerstone course or in the second semester Cornerstone course will be required to take COMM 1000 (48C:001) Oral Communication and ENGLISH 1005 (620:005) College Writing and Research in order to meet the admission requirements for Teacher Education.

Note: Courses completed as part of A.A., B.A., B.S., or other degree may not be actual equivalents of UNI Liberal Arts Core courses, and thus may not meet the requirements specific in 5, 6, and 7 above. Students who do not have equivalent courses will need to take additional course work to meet these three requirements.

All teacher education candidates are strongly encouraged to pursue additional opportunities for experience working with children and adolescents throughout their teacher education program through paid employment and/or volunteer activities.

Admission to the Teacher Education Program is a privilege rather than a right. Thus, admission to the Program is not guaranteed to all who apply. Students may appeal the decision to deny admittance to the Teacher Education Program or the decision to place them on academic probation in the Teacher Education Program when the decision is based on extreme circumstances over which the student has no control. In such cases, the student should contact the Coordinator of Elementary Teacher Education or the Coordinator of Secondary Teacher Education Programs to set up an appointment to begin the appeal process.

UNI Teacher Education majors are expected to keep an active e-mail account, using the ____@uni.edu address and to check this address at least twice weekly.

Information concerning fee payments for tests, registration procedures, and test dates are available by contacting:

Office of Teacher Education
159A Schindler Education Center (SEC)
UNI

Admission to the Teacher Education Program

To be admitted to the Teacher Education Program, a student must fulfill the following requirements prior to registration for Level II courses:

1. declare a teaching major;
2. earn at least 24 semester hours of credit;
3. earn at least a 2.50 cumulative GPA;
4. file an acceptable Application for Admission to Teacher Education (available: SEC 159A or online at www.uni.edu/teached);
5. complete ENGLISH 1005 (620:005) College Writing and Research or the equivalent with a grade of C- (1.67) or better (effective January 1, 2009, see note below)**;

319-273-2265

or

Examination Services

007 Innovative Teaching and Technology Center (ITTC)

UNI

319-273-6023

Field and Clinical Experiences

At the University of Northern Iowa experiences in teaching and the observation of teaching are an integral part of the Teacher Education curriculum. The emphasis on experimentation and creative approaches gives the student insight into turning theory into practice. Professional experiences include field experiences and participation, with supervised observations, that culminate in the actual period of student teaching.

Supervised observations give the student an opportunity to see the teaching-learning process without becoming involved in the on-going activity itself. In the field experiences, the student takes an active part in the teaching-learning situation or other community activities under the direction and guidance of a qualified professional.

Student involvement in all of the field and clinical experiences in teacher education is vital to the preparation of the prospective teacher. Observation and participation experiences are provided through specific courses in the Professional Education Sequence and through individual departments offering teaching majors. These experiences give the student the background needed to make professional course work and student teaching more meaningful.

All students must complete a criminal background check through the Office of Teacher Education (319-273-2265; www.uni.edu/teachered) prior to entering PK-12 school buildings to work with pupils. Teacher candidates will be issued a certificate indicating completion of this background check process that they should carry with them to all field experiences. All students should complete training in universal precautions related to bloodborne pathogens (HIV, Hepatitis B and Hepatitis C) prior to the start of their first field experience. This training is provided in the first few weeks of the fall and spring semesters. Students can also complete the training on their own in the Instructional Resources and Technology Services Center (Schindler Education Center 222; www.uni.edu/coe/about/centers-and-services/irts).

Student Teaching

Student teaching is a period of guided teaching which is a full semester in length. During this time, the student assumes increasing responsibility for the teaching-learning activities in the classroom. The student receives twelve (12) semester hours of credit for student teaching, evaluated on a credit/no-credit/withdrawal system. Interinstitutional student teachers who enroll at UNI, including those on the Regents' Universities Student Exchange Program, may be evaluated on a graded basis (e.g., A, B, C, D, F) upon written request at the time of application from the Registrar of the home institution.

To be admitted to student teaching, a student must have:

1. FULL admission to the teacher education program;
2. a certificate in *High Risk Behaviors/Substance Abuse*; Mandatory Reporter of Child Abuse; OSHA Universal Precautions Standards Training;
3. a cumulative GPA of 2.50 or higher on work at all colleges and universities;
4. a UNI GPA of 2.50 or higher;
5. a 2.50 GPA in the appropriate academic department or department approval;
6. a grade of C- (1.67) or higher in each Professional Education Sequence course and a GPA of 2.50 or higher across all such courses;
7. completion of all methods courses listed as prerequisites for student teaching with a grade of C (2.00) or higher as well as other departmental requirements;
8. Mathematics majors are required to have a major GPA of 2.50 or higher AND departmental approval; and
9. Health Education and Physical Education majors and minors are required to have current First Aid and CPR certification prior to student teaching.

The final student teacher assignment is based upon fulfillment of all established requirements stated above, successful completion of Level II and Level III field experiences (and a minimum of 80 contact hours in PK-12 schools), acceptable professional dispositions, and availability of placement.

Exit Requirements

To be recommended for teaching licensure in Iowa, a student who graduates from the UNI Teacher Education Program must satisfactorily complete all courses in the major and/or minor and the teacher education requirements, have an overall GPA of 2.50 and a cumulative UNI GPA of 2.50, submit fingerprint and waiver cards for mandated background checks, and pass additional exit requirements as may be prescribed by the major, the Teacher Education Program, the Iowa Board of Educational Examiners and/or the Iowa Department of Education. A student not meeting these requirements may graduate but will not receive recommendation for licensure.

Many states, including Iowa, now require successful completion of designated examinations to receive a teaching license. Information concerning fee payments for tests, registration procedures, and test dates are available by contacting:

Office of Teacher Education
159A Schindler Education Center (SEC)

UNI

319-273-2265

or

Examination Services

007 Innovative Teaching and Technology Center (ITTC)

UNI

319-273-6023

Additional information on teacher licensure is provided in this University Catalog.

Progressing Through the Teacher Education Program

This section provides an overview of practices that may delay a student from progressing through the Teacher Education Program in a timely fashion.

Four *Decision Points* are established to mark progression through the Teacher Education Program:

1. admission to the university,
2. admission to the Teacher Education Program,
3. admission to student teaching, and
4. recommendation for licensure.

Professional Education Faculty members, *staff, and/or administrators* may delay a student in moving through the Decision Points if a student demonstrates deficiencies in meeting course or Program Standards. To correct the deficiencies, faculty, *staff, and/or administrators* may file a Notification of Concern, indicating how the student can remedy the deficiency. Only after the deficiencies are resolved may the student expect to move forward in the Program and be recommended for a teaching license.

Suspension from the Teacher Education Program

Any student who has one or more unresolved Notifications of Concern indicating significant deficiencies in meeting the standards for the UNI Teacher Education Program may be considered for suspension from the Program. Suspension from the Program is determined by the Teacher Candidate Professional Review Committee and is for a minimum of one calendar year. Only the most extreme circumstances would warrant consideration for re-admission before one calendar year has elapsed. At the time of suspension, students are informed of the conditions and procedures for re-admission to the Program. Students may appeal their suspension from the Teacher Education Program to the appropriate Teacher Education Senate. Should a student believe a procedural error was made by the Senate during the appeal process, the student may appeal to the Teacher Education Executive Council. Contact the Office of Teacher Education, 319-273-2265, or see www.uni.edu/teachered/appeal for more information.

Emergency Suspension: Any student may be suspended *immediately* by the Coordinator of Elementary Teacher Education or the Coordinator of Secondary Teacher Education for extreme, unforeseen circumstances such as endangerment of students, disruption of schools/classes, felonious behaviors, or ethical violations. Such suspensions will be referred to university officials and may become permanent.

Re-admission to the Teacher Education Program

Students wishing to be re-admitted to the Teacher Education Program should seek probationary re-admission according to the following schedule: apply by February 1 for Summer and Fall probationary re-admission; apply by October 1 for Spring probationary re-admission. Applications are found at the Office of Teacher Education (SEC 159A).

The decision to re-admit students on a probationary status will be made by the Teacher Candidate Professional Review Committee. Conditions for probationary re-admission are determined on a case-by-case basis by the Committee and in accordance with conditions determined at the time of suspension. Upon successful completion of the probationary period, the Teacher Candidate Professional Review Committee determines conditions for full re-admission and may recommend such to the Council on Teacher Education, which makes the final decision.

Suspension for a second time is considered permanent. Only the most extreme circumstances would warrant consideration for re-admission a second time. Consideration of readmission following a second suspension from the teacher education program is determined by the Teacher Education Executive Council.

Majors and Minors - Teaching

Elementary majors may choose a university-approved endorsement minor (refer to Elementary Education Major for possible choices).

Each student preparing to teach in the secondary school or in a special subject will choose a major not later than the beginning of the sophomore year. The student will also select at least one minor if a minor requirement is indicated under the description of the chosen major. Even if not required, a student may select a second major or one or more minors.

Approved majors and minors will be chosen from the fields listed below.

Majors

- All Science
- Art Education
- Biology
- Business
- Chemistry
- Communication-Theatre
- Early Childhood Education
- Earth Science
- Elementary Education
- English
- History
- Mathematics
- Middle Level Education Dual
- Middle/Junior High School Science
- Music Education
- Physical Education
- Physics
- Social Science
- Spanish
- Teaching English to Speakers of Other Languages (TESOL)
- TESOL/Modern Language

Note: There is also the Bachelor of Science in Technology and Engineering Education-Teaching major offered by the Department of Technology.

Minors

- Basic Science (K-8)
- Biology
- Coaching
- Communication-Theatre
- Early Childhood Special Education
- Earth Science
- English
- Health Education
- History
- Instructional Strategist (for students declaring Summer 2014 and after)
- Instructional Strategist I: Mild/Moderate K-8 (for students declaring prior to Summer 2014)
- Instructional Strategist I: Mild/Moderate 5-12 (for students declaring prior to Summer 2014)
- Instructional Strategist II: Mental Disabilities K-12 (for students declaring prior to Summer 2014)
- Literacy Education
- Mathematics
- Mathematics (K-8)
- Physical Education-Elementary Teaching
- Social Studies (K-8)
- Spanish
- Spanish (K-8)
- Teacher of Students With Visual Impairments (TVIS)
- Teaching English to Speakers of Other Languages (TESOL)
- Technology Education

Bachelor of Fine Arts Degree

The Bachelor of Fine Arts degree is generally recognized as the professional undergraduate degree in the visual arts. Students are required to pass a portfolio review for admission to the B.F.A. program in the Department of Art. Once admitted, students opt for an emphasis in one of the following studio areas in the Department of Art: ceramics, drawing, graphic design, jewelry design and metalsmithing, painting, performance art, photography, printmaking, and sculpture. During their senior year, candidates for this degree are required to present an exhibition of their creative works demonstrating competency in the studio arts. (See Department of Art for detailed information about this program.)

A minimum of 130 semester hours is required to complete the B.F.A. degree. This degree does not provide for licensure to teach; additional hours are necessary to meet licensure requirements.

Bachelor of Fine Arts Degree Curricula

Candidates for the Bachelor of Fine Arts degree will complete the following pattern of work:

Art Major

Liberal Arts Core	45
Major Requirements	78
General Electives	7
B.F.A. Senior Exhibition	0
Total Hours	130

Major

Art: Studio B.F.A.

Bachelor of Music Degree

Majors in this degree program have the choice of an educational major or two professional majors. The Music Education major carries licensure to teach music in grades K-8 and 5-12. The Performance major with emphases in voice, piano, organ, and band-orchestral instruments, and the Composition-Theory major are professional programs designed to prepare students for careers as artist-performers or composers, or for entrance to graduate schools where further excellence in a performance area might be pursued. Students earning the Bachelor of Music degree are prepared as performers, college teachers, and in all areas where a high degree of music or performing skill is required.

Bachelor of Music Degree Curricula

All candidates for the Bachelor of Music degree will complete a pattern similar to the following. A minimum of 120 semester hours is required for the Bachelor of Music degree. However, total hours to graduate may range from 121-149 depending on the major chosen (refer to School of Music in this University Catalog for specific major requirements).

Liberal Arts Core	42
Music requirements (applied, theory, history and literature, conducting, ensembles, recital, composition, electives)	66-80
General electives/professional sequence *	0-36

The following majors are offered on this degree program:

Composition-Theory	79
Music Education (teaching) (66, 67, or 77 hours)	66-77
Performance (voice, piano, organ, band-orchestral instruments)	80

* Music Education majors must also complete the Professional Education Requirements. The minimum semester-hour requirements vary with the specialization chosen. The Music Education major carries licensure to teach in grades K-8 and 5-12.

The approval of the faculty, and the Associate Director of Undergraduate Music Programs of the School of Music must be secured before a student is admitted formally to this degree program. All students who have been admitted to the school and wish to pursue a music major curriculum must undertake a common core of required

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courses during the freshman year. During the second semester of the freshman year, an extensive evaluation of each music major will be conducted. In addition to the entrance audition required of all students who intend to major in music, transfer students are required to take a placement exam in music theory or start with level 1 in Theory, Aural Training, and Sight Singing. The music faculty will evaluate the performance in these areas to determine School of Music admissibility for each transfer student.

Participation in a Large Ensemble such as band, chorus, orchestra, and other ensembles, is required of all degree students every semester in residence.

(Refer to the School of Music in this University Catalog for additional information.)

Majors

- Composition-Theory
- Music Education
- Performance

Bachelor of Science Degree Curricula

The Bachelor of Science degree should be elected by those students who are preparing for careers in areas where effective application of knowledge and training requires a higher degree of concentration in subject matter and cognate areas, particularly in advanced-level course work. This degree is especially appropriate for students planning post-baccalaureate study in graduate or professional schools.

Since this degree assumes a higher degree of concentration in subject matter, a major leading to this degree will ordinarily require at least eight 100-level* semester hours of credit more than an identically-named major leading to a Bachelor of Arts degree. A minimum of 126 semester hours is required for the Bachelor of Science degree.

Requirements include:

1. a minimum of 56 hours in the subject and cognate areas with:
 - a. at least 36 hours in the subject area;
 - b. at least one 100-level* course in cognate areas;
2. the completion of undergraduate research or internship carrying 1-2 semester hours of credit applicable to either the subject or cognate area(s). This project should result in the completion of a written report. The major department must certify to the Registrar that the research requirement has been met before the degree is granted;
3. the completion of the Liberal Arts Core requirements selected from courses included in the six Liberal Arts Core categories.

* See course descriptions for 4-digit numbers (implemented Fall 2011) associated with 100-level courses.

Majors

- Biochemistry
- Biology
- Chemistry
- Computer Science

- Construction Management
- Electrical Engineering Technology (EET)
- Geography: Geographic Information Science
- Manufacturing Technology
- Networking and System Administration
- Physics
- Technology and Engineering Education-Teaching*

* This is the only Bachelor of Science teaching major.

Bachelor of Liberal Studies Degree

The Bachelor of Liberal Studies (B.L.S.) program is offered by the three Iowa Regents' Universities: University of Northern Iowa, Iowa State University, and the University of Iowa. The purpose of the B.L.S. is to offer educational opportunities to those students who are unable to attend college as full-time, on-campus students. Students often use guided independent study and other distance learning opportunities to earn credit. **This major may not be declared with any other major.**

Admission to the Program

Each student entering the program must have earned:

1. an Associate of Arts degree from an accredited, two-year college, or at least 60 semester hours of college credit acceptable toward graduation at UNI;
2. a minimum 2.00 grade point average.

Total Credit Requirements

A total of at least 120 semester hours of credit, including transferable credit earned, is required for graduation. The total must fulfill the following specifications:

1. 45 semester hours of credit earned at four-year colleges in courses defined as upper-level at the colleges in which courses are taken. At the University of Northern Iowa, upper-level courses are those numbered 100* and above;
2. at least 30 hours of credit earned in the junior and/or senior years in courses at UNI. This total may include nonresidence credit.

* See course descriptions for 4-digit numbers (implemented Fall 2011) associated with 100-level courses.

Liberal Arts Core Requirements

Students must meet the basic undergraduate core requirements as specified and determined by the policies of the degree-granting institution.

Program Distribution Requirements

To insure sufficient breadth of study, each student's program must include, in addition to the credit used to fulfill the Liberal Arts Core requirements previously stated, a minimum of 12 semester hours of credit in each of the three (3) areas selected from the following list. Of the total 36 semester hours of credit applied to fulfill this requirement, 24 semester hours must be in upper-level credits as defined by the institution in which the courses are taken, with at least 6 semester hours of upper-level credits in each of the three areas chosen.

1. Humanities
2. Communications and Arts
3. Natural Sciences and Mathematics
4. Social Sciences
5. Professional fields (such as business, applied human sciences, social work, and education)

Information and details regarding admission to the B.L.S. program, evaluation of prior academic work, program advising, and declaration of major may be obtained from:

Continuing and Distance Education
 2637 Hudson Road
 Cedar Falls, IA 50614-0223

Students may also call the B.L.S. advisor at 1-800-772-1746 or 319-273-2504.

Students are also encouraged to visit the B.L.S. website www.uni.edu/continuing/bls.

Change of Degree Program

Students who change from one degree program to another will be held for all specific requirements of the program on which they expect to graduate. There will be little difficulty in making such a change if it is made not later than the beginning of the junior year. However, if the change is made later than that, there is no assurance that the student will be able to complete the work required for graduation within a four-year period.

Liberal Arts Core

As stated in the University of Northern Iowa mission statement, the university's undergraduate programs are founded on a strong liberal arts curriculum. The liberal arts experience in the Liberal Arts Core exposes students to the broad areas of knowledge embodied in the whole of the environment and liberates students to further develop the knowledge, skills, and values necessary to live thoughtful, creative, and productive lives. The American Association of Colleges and Universities' "Statement on Liberal Learning" reflects the purposes of UNI's Liberal Arts Core:

A truly liberal education is one that prepares us to live responsible, productive, and creative lives in a dramatically changing world. It is an education that fosters a well-grounded intellectual resilience, a disposition toward lifelong learning, and an acceptance of responsibility for the ethical consequences of our ideas and actions. Liberal education requires that we understand the foundations of knowledge and inquiry about nature, culture and society; that we master core skills of perception, analysis, and expression; that we cultivate a respect for truth; that we recognize the importance of historical and cultural context; and that we explore connections among formal learning, citizenship, and service to our communities.

We experience the benefits of liberal learning by pursuing intellectual work that is honest, challenging, and significant, and by preparing ourselves to use knowledge and power in responsible ways. Liberal learning is not confined to particular fields of study. What matters in liberal education is substantial content, rigorous methodology and an active engagement with the societal, ethical, and practical implications

of our learning. The spirit and value of liberal learning are equally relevant to all forms of higher education and to all students.

Because liberal learning aims to free us from the constraints of ignorance, sectarianism, and short-sightedness, it prizes curiosity and seeks to expand the boundaries of human knowledge. By its nature, therefore, liberal learning is global and pluralistic. It embraces the diversity of ideas and experiences that characterize the social, natural, and intellectual world. To acknowledge such diversity in all its forms is both an intellectual commitment and a social responsibility, for nothing less will equip us to understand our world and to pursue fruitful lives.

The ability to think, to learn, and to express oneself both rigorously and creatively, the capacity to understand ideas and issues in context, the commitment to live in society, and the yearning for truth are fundamental features of our humanity. In centering education upon these qualities, liberal learning is society's best investment in our shared future.

(The Association of American Colleges and Universities' "Statement on Liberal Learning," 1999)

Requirements of the Liberal Arts Core*:

Summary (minimum 45 hours*):

Category 1: Core Competencies *	12
Category 2: Civilizations and Cultures	9
Category 3: Fine Arts, Literature, Philosophy and Religion	6
Category 4: Natural Science and Technology	7
Category 5: Social Science	9
Category 6: Capstone Experience	2
Total Hours	45

* For students admitted to UNI prior to Fall 1994, the Speaking and Listening course included in the Core Competencies category is not required.

Courses

Category 1: Core Competencies 12 hours

Courses in written and oral communication enhance students' abilities to read and listen critically and to write and speak effectively by attention to how the gathering, analyzing, and presenting of evidence and conclusions can be designed for specific purposes and audiences. Courses in quantitative techniques enhance students' abilities to use quantitative data effectively and to apply relevant mathematical and statistical concepts and methods to diverse problems and situations. Personal wellness promotes the acquisition of knowledge and the development of skills and attitudes necessary for implementing positive health-related decisions.

A. Reading and Writing	3
Select one of the following:	

Undergraduate Information and Degree Requirements

UNIV 1000 & UNIV 1010	First-Year Cornerstone: Integrated Communication I and First-Year Cornerstone: Integrated Communication II (Both UNIV 1000 & UNIV 1010 must be taken to meet LAC Category 1A & 1B.) *	
ENGLISH 1005 (620:005)	College Writing and Research **	
ENGLISH 2015 (620:015)	Craft of Academic Writing ***	
ENGLISH 2120 (620:034)	Critical Writing About Literature ^	
B. Speaking and Listening #		3
UNIV 1000 & UNIV 1010	First-Year Cornerstone: Integrated Communication I and First-Year Cornerstone: Integrated Communication II (Both UNIV 1000 & UNIV 1010 must be taken to meet LAC Category 1A & 1B.) *	
or		
COMM 1000 (48C:001)	Oral Communication	
Or two courses distributed as follows:		
COMM 2255 (48C:071)	Public Speaking	
or COMM 2256 (48C:011)	Oral Interpretation: Texts in Performance	
or COMM 2257 (48C:074)	Argumentation and Debate	
AND		
COMM 1205 (48C:031)	Group Communication Skills	
or COMM 2344 (48C:004)	Interpersonal Communication	
C. Quantitative Techniques and Understanding ##		3
Select one of the following:		
CS 1025 (810:025)	Modern Tools for Exploring Data	
MATH 1100 (800:023)	Mathematics in Decision Making	
MATH 1420 (800:060)	Calculus I	
STAT 1772 (800:072)	Introduction to Statistical Methods	
STAT 1774 (800:064)	Introductory Statistics for Life Sciences	
Elementary Education students may meet the Category 1C requirement by completing MATH 1204.		
D. Personal Wellness		3
HPELS 1010 (440:010)	Personal Wellness	
Total Hours		12

- * These two courses will be taught in a 2-semester sequence, and a student must successfully complete both UNIV 1000 and UNIV 1010 in their first year of college, or it will not apply to Category 1A/1B credit.
- ** ENGLISH 1005 (620:005) recommended for students with ACT English and Reading scores of 18-26.
- *** ENGLISH 2015 (620:015) has prerequisite of combined ACT English and Reading scores of 54 or higher.
- ^ ENGLISH 2120 (620:034) recommended for English majors and minors with prerequisite of ACT English and Reading scores of 54 or higher.
- # For students admitted to UNI prior to Fall 1994, the Speech and Listening course included in the Communication Essentials category is not required.
- ## Students with Math ACT scored that are 26 or higher will be placed in MATH 1420 (800:060) or STAT 1772 (800:072) as follows:
Those with four years of college prep math with a grade of B or higher in the senior-level course will be placed in MATH 1420 (800:060).
Those not satisfying these criteria will be placed in STAT 1772 (800:072).

Category 2: Civilizations and Cultures 9 hours

Courses in this category promote an understanding of Western and non-Western cultures and civilizations from ancient times to the present through historical accounts, literatures, philosophies, religions, and fine arts. Using methods of critical inquiry, students explore aspects of human nature, the shaping of thoughts and values, and their interrelations.

A. Humanities		6
HUM 1021 (680:021)	Humanities I: The Ancient, Classical, and Medieval Worlds	
HUM 1022 (680:022)	Humanities II: The Renaissance, Reformation, and Enlightenment	
HUM 1023 (680:023)	Humanities III: The Age of Revolution to the Present	
B. Non-Western Cultures		3
HUM 3121 (680:121)	Russia/Soviet Union	
HUM 3122 (680:122)	Japan	
HUM 3123 (680:123)	Latin America	
HUM 3124 (680:124)	China	
HUM 3125 (680:125)	India	
HUM 3127 (680:127)	Middle East	
HUM 3128 (680:128)	Africa	
HUM/ANTH 3132	Native North America	

HUM/ANTH 3137	Native Central and South America
SPAN 3020 (780:120) may substitute for the non-Western Cultures requirement.	

Total Hours 9

* SPAN 3020 (780:120) may substitute for the Non-Western Cultures requirement.

Category 3: Fine Arts, Literature, Philosophy and Religion 6 hours

Courses in this category explore diverse forms of human expression and enhance understanding of how religious, philosophical, literary, and aesthetic ideas and experiences shape and reflect cultures and common patterns of human life. Students will develop knowledge of the complex interplay of culture, history, and human experience through critical examination of ideas and beliefs, ritual and symbol, moral codes and social values, story and poetry, visual art, music, theater, and dance.

A. Fine Arts* 3

PEMES 2034 (420:034)	Survey of Dance History
THEATRE 1002 (490:002)	The Theatrical Arts and Society
MUSIC 1100 (520:010)	Soundscapes: Music in Culture
ART 1002 (600:002)	Visual Inventions
ARTHIST 1004 (600:004)	Visual Perceptions
MUS HIST 1020 (590:002) may substitute for the Fine Arts requirement for all music majors.	

B. Literature, Philosophy, or Religion 3

ENGLISH 1120 (620:031)	Literature: (topic)
RELS 1020 (640:024)	Religions of the World
PHIL 1020 (650:021)	Philosophy: The Art of Thinking
FREN 1120 (720:031)	Introduction to Francophone Literature in Translation
GER 1120 (740:031)	Introduction to German Literature in Translation
SLAV 1120 (770:031)	Introduction to Russian Literature in Translation
PORT 1031 (790:031)	Introduction to Portuguese and Hispanic Literatures in Translation

Total Hours 6

Category 4: Natural Science and Technology 7 hours

Courses in natural science promote an understanding of science as a human process that investigates matter and energy acting within

complex organic and inorganic systems. Fundamental principles of both physical and life sciences are included.

Students are required to take a course with a scheduled laboratory from either Life Sciences or Physical Sciences or another laboratory course offered by the College of Natural Sciences. Only 6 hours are required for students who meet the Liberal Arts Core laboratory requirement with a course other than one listed in Life or Physical Sciences.

A. Life Sciences 3-4

Select one of the following:	
ANTH 1001 (990:010)	Human Origins
BIOL 1012 (840:012)	Life: The Natural World
BIOL 1013 (840:013)	Life: The Natural World - Lab *
BIOL 1014 (840:014)	Life: Continuity and Change
BIOL 1015 (840:015)	Life: Continuity and Change - Lab *
BIOL 1033 (840:033)	Principles of Microbiology *
BIOL 2051 (840:051)	General Biology: Organismal Diversity *
BIOL 2052 (840:052)	General Biology: Cell Structure and Function *
BIOL 3101 (840:101)	Anatomy and Physiology I *
SCI ED 1200 (820:032)	Inquiry into Life Science *

B. Physical Sciences 3

Select one of the following:	
CHEM 1010 (860:010)	Principles of Chemistry *
CHEM 1011 (860:011)	Molecules and Life *
CHEM 1020 (860:020)	Chemical Technology *
CHEM 1110 (860:044)	General Chemistry I *
CHEM 1130 (860:070)	General Chemistry I-II *
EARTHSCI 1100 (870:010)	Astronomy **
EARTHSCI 1110 (870:011)	Astronomy Laboratory *
EARTHSCI 1200 (870:021)	Elements of Weather
EARTHSCI 1210 (870:022)	Elements of Weather Laboratory *
EARTHSCI 1300 (870:031)	Introduction to Geology *
EARTHSCI 3328 (870:125)	Fossils and Evolution

Undergraduate Information and Degree Requirements

GEOG 1210 (970:026)	Physical Geography	
GEOG 1211	Physical Geography Laboratory	
PHYSICS 1000 (880:012)	Physics in Everyday Life	
PHYSICS 1400 (880:011)	Conceptual Physics *	
PHYSICS 1511 (880:054)	General Physics I *	
PHYSICS 1701 (880:130)	Physics I for Science and Engineering *	
SCI ED 1100 (820:033)	Inquiry into Earth and Space Science *	
SCI ED 1300 (820:031)	Inquiry into Physical Science *	
TECH 1015	Introduction to Sustainability	
Total hours		7

* Lab Course.

** Lab Course if 4-hour option elected.

Category 5: Social Science 9 hours

Courses in this category introduce students to the description and analysis of human behavior from different vantage points, ranging from the societal, cultural, and historical to the institutional and individual perspectives. There is also a focus on broadening one's understanding of diversity and global issues. In this category, students are exposed to a variety of social science disciplines, and learn how these fields study and analyze human attitudes, behaviors, and relationships.

Required: one course from group A, one course from group B, and one course from group C.

A. Group A Sociocultural and Historical Perspectives 3

ANTH 1002 (990:011)	Culture, Nature, and Society	
GEOG 1120 (970:010)	Human Geography	
HISUS 1023	History of the United States	
SOC 1000 (980:001)	Introduction to Sociology	
WGS 1040 (680:040)	Women's and Gender Studies: Introduction	

B. Group B Individual and Institutional Perspectives 3

ECON 1031 (920:024)	Introduction to Economics *	
FAM SERV 1010 (31F:010)	Human Identity and Relationships	
POL AMER 1014 (942:014)	Introduction to American Politics	
PSYCH 1001 (400:001)	Introduction to Psychology	

C. Group C Diversity and Global Issues 3

EDPSYCH 2030 (200:030)	Dynamics of Human Development	
GEOG 1110 (970:040)	World Geography	
POL GEN 1020 (940:020)	Contemporary Political Problems	
POL INTL 1024 (943:024)	International Relations	
SOC 1060 (980:060)	Social Problems	
SOC SCI 1020 (900:020)	Women, Men, and Society	
SW/SOC SCI 1041	Social Welfare: A World View	
SW 2045/SOC SCI 1045 (900:045)	American Racial and Ethnic Minorities	
Total Hours		9

* Satisfactory completion of both ECON 1041 (920:053) and ECON 1051 (920:054) by all non-business majors and Business Teaching majors, through UNI or transfer, may substitute for ECON 1031 (920:024).

Category 6: Capstone Experience 2 hours

Capstone courses provide opportunities for students to synthesize the diverse realms of thought they have studied and to apply the intellectual proficiencies they have acquired. The emphasis is on cultivating life-long learning through linking theory and academic preparation to practical problem-solving activities in multidisciplinary seminars or community-based learning courses.

Prerequisite: junior standing.

The most current list of approved Liberal Arts Core Capstone courses is available in each semester's Schedule of Classes. Also visit the website www.uni.edu/lac.

Administrative Policies:

1. Liberal Arts Core courses may be used to satisfy requirements for both the Liberal Arts Core and the major, minor, and program emphases.
2. Departments offering a Liberal Arts Core course may preclude their major or minor students from taking that particular course to satisfy the requirements for the Liberal Arts Core, the major, or the minor.
3. Liberal Arts Core requirements can be met through CLEP examinations, departmental examinations, and the Advanced Placement Program of the College Entrance Examination Board. A student who receives CLEP credit in both the physical and biological sciences shall be considered to have fulfilled the laboratory requirement.
4. No Liberal Arts Core course may be taken for graduate credit.
5. No Liberal Arts Core course may have a non-Liberal Arts Core course as a prerequisite.
6. All courses taken to meet Liberal Arts Core requirements must be taken for graded credit.

Undergraduate Information and Degree Requirements

7. The Associate of Arts degree from Iowa community colleges shall continue to be accepted, according to an approved articulation agreement, to meet most Liberal Arts Core requirements.
8. The Liberal Arts Core requirements apply to all undergraduate degree programs.
9. Regents Articulation Agreement:
The University of Northern Iowa, the College of Liberal Arts at the University of Iowa, and the College of Liberal Arts and Sciences at Iowa State University agree to accept fulfillment of the Liberal Arts Core at any one of them as equivalent to completion of Liberal Arts Core requirements at another, with the following stipulations:
 - a. This agreement does not apply to those students who transfer without having fully completed the Liberal Arts Core prior to transfer.
 - b. Validation of fulfillment of Liberal Arts Core requirements requires that a student transferring must have met the transfer requirements of the receiving institution with respect to semester hours and grade point average.
 - c. When a foreign language proficiency, a capstone course, and/or a course in foreign culture is required, whether within or in addition to the Liberal Arts Core, a student may meet this requirement at either institution regardless of the institution whose Liberal Arts Core requirements the student fulfills.
 - d. Liberal Arts Core validation is the responsibility of the student transferring and will be completed upon request to the Registrar of the institution from which the student is transferring.

Program Certificates

The University of Northern Iowa makes available, in addition to traditional programs, the opportunity for students to earn program certificates. Program certificates provide an alternative to programs leading to a degree, a major, or a minor; they certify that an individual has completed a program approved by the university. For further information concerning requirements for these certificates see specific departmental listings, or consult with the department listed or the Office of the Registrar, which serves as the centralized registry. Some of the certificates are interdisciplinary and involve several departments; however, only one department or college has been listed as the contact.

Program certificates now available include:

Department of Computer Science

- Computer Applications Certificate
- Computer Science Certificate
- Software Testing Certificate

Department of Curriculum and Instruction

- Instructional Technology Facilitator Certificate
- Advanced Studies Certificate Literacy Coach
- Advanced Studies Certificate Reading Recovery Teacher Leader

Department of Educational Leadership and Postsecondary Education

- Advanced Studies Certificate in Educational Leadership
 - Emphasis: Principalship
 - Emphasis: Superintendent Preparation Program

Department of Finance

- Financial Analysis Certificate

Department of Geography

- Certificate in Crime Mapping and Analysis (joint coordination with Department of Sociology, Anthropology, and Criminology)
- Certificate in Geographic Information Systems (GIS) and Cartography

School of Health, Physical Education, and Leisure Services

- Aquatics Specialization Certificate
- Certificate in Global Health and Health Disparities
- Environmental Health Certificate
- Nonprofit Management Certificate
- Outdoor Recreation Certificate
- School-Age Care Leadership Certificate
- Tourism Certificate

Department of History

- Certificate in Public History

Department of Languages and Literatures

- Certificate in French Language Studies
- Certificate in German Language Studies
- Certificate in Hispanic and Portuguese Studies
- Certificate in Hispanic Cultures
- Certificate in International Commerce
- Certificate in Portuguese Studies
- Certificate in Post-Colonial and Multicultural Literary Studies
- Certificate in Russian Language Studies
- Certificate in Spanish Language Studies
- Certificate in Spanish For Special Purposes
- Certificate in Teaching English to Speakers of Other Languages (TESOL)
- Certificate in Translation: Spanish

Department of Marketing

- Certificate in Entrepreneurship
- Certificate in Financial and Real Estate Sales for Business Majors

School of Music

- Artist Diploma (I)
- Artist Diploma (II)

Department of Political Science

Undergraduate Information and Degree Requirements

- Certificate in International Peace and Security
- Certificate in State and Local Government

Department of Psychology

- Industrial and Organizational Psychology Certificate

Department of Social Work

- Child Welfare Certificate
- Social Work Certificate
- Substance Abuse Counseling Certificate

Department of Sociology, Anthropology, and Criminology

- Certificate in Crime Mapping and Analysis (joint coordination with Department of Geography)
- Certificate in Sociology of Inequality
- Certificate in Sociology of Family and Life Course
- Certificate in Sociology of Gender and Culture
- Certificate in Sociology of Race/Ethnicity and Immigration

Department of Technology

- Advanced Technology Certificate
- Technology Management Certificate

College of Business Administration

- Certificate in International Business, Culture, and Language

College of Humanities, Arts and Sciences

- Certificate in Leadership Foundations
- Graduate Certificate in Women's and Gender Studies

College of Social and Behavioral Sciences

- Conflict Resolution Certificate

Interdisciplinary

- Sustainability Certificate

Requirements for Graduation

In addition to the completion of one of the baccalaureate degree programs, there are other specific requirements for graduation which apply to all undergraduate students seeking any bachelor's degree, other than the Bachelor of Liberal Studies. These are listed below. The acceptance and use of transfer credit are subject to limitations in accordance with existing educational policies of the University of Northern Iowa - refer to *Transfer Credit Practices* listed in the *Admission Requirements* section of this catalog. Refer to Graduate Degree Requirements for graduation requirements for a graduate degree program.

A. Residence

1. Not more than 32 semester hours earned in Guided Independent Study (previously specified as correspondence study at UNI), extension, or television courses may be used toward graduation.
2. At least 32 hours of credit, of which 20 hours must be earned in the junior and senior years.

3. At least 32 hours of credit earned in the junior and senior years in courses at this university. This total may include nonresidence credit.

B. Scholarship

1. A student seeking the bachelor's degree with licensure to teach must successfully complete student teaching and achieve a cumulative grade index in all course work attempted, at this university and elsewhere, of at least 2.50 to be recommended for graduation. The student must also achieve a cumulative grade index of 2.50 on all work attempted at the University of Northern Iowa.
2. A student seeking the bachelor's degree (without licensure) must achieve a cumulative grade index in all work attempted, at this university and elsewhere, of at least 2.00 to be recommended for graduation; the student must also achieve a cumulative grade index of 2.00 on all work attempted at the University of Northern Iowa.

Note: A student may be held by her/his academic department to specific grade point requirements, for the major work and/or graduation, which are higher than the grade point requirements for all university students. Students are advised to refer to the requirements for their specific major.

C. Communication

Competence in reading, speaking, and writing is required of all candidates seeking degrees or university recommendations for licensure. All students who enter UNI with or after the Fall 1988 semester who are candidates for baccalaureate degrees are required to demonstrate competence in writing by passing the Liberal Arts Core writing course and meeting the writing requirements for their academic major.

D. Foreign Language Competency Requirement

Students entering UNI who graduated from high school in 1989 or thereafter are required to demonstrate a level of competence in a foreign language (classical or modern) equivalent to that achieved after the second semester at the college level. One year of foreign language in high school is considered to be equivalent to one semester of foreign language at the university.

The foreign language competency requirement can be satisfied in the following ways:

1. satisfactory* completion of two years of high school study in one foreign language;
2. satisfactory* completion of a combination of high school and college study in one language equivalent to the competence achieved after the second semester at the college level;
3. satisfactory performance in an achievement examination measuring proficiency equivalent to that attained after the second semester of college study in one foreign language.
4. satisfactory* completion of either two years of high school study or one year of college study or the combined equivalent in American Sign Language (ASL). Study in any other language and culture for the hearing impaired will not automatically satisfy this graduation requirement.

* Satisfactory completion means a minimum grade of C- in the last course taken to meet this requirement.

E. Advanced Courses

At least 10 hours of work in a major in courses numbered 3000/4000-level (100-199*) and taken at this university.

* See course descriptions for 4-digit numbers (implemented Fall 2011) associated with 100-level courses.

F. Maximum Credit by Examination

A maximum of 32 semester hours of credit earned by examination or by open credit is applicable toward degree requirements. This includes credit earned by CLEP, by departmental examination, by Advanced Placement, and credit established by examination of other colleges and universities.

G. Listing of Candidates for Graduation

A student may be listed as a candidate for graduation at the end of a semester if the completion of work for which s(he) is registered would meet all the requirements for graduation exclusive of grade points, and if the grade points to be earned do not exceed the number which could be earned for the hours for which the student is registered.

H. Application for Graduation

A student who expects to be graduated at the end of a semester must complete a graduation application at the opening of that semester. This application can be accessed through MyUniverse-Student Center and upon completion is filed with the Office of the Registrar.

I. Second Baccalaureate Degree (After First Baccalaureate Conferred)

A student may pursue a second baccalaureate degree after a first baccalaureate degree has been conferred. To receive a second baccalaureate degree after first baccalaureate degree has been conferred, a student must meet all the requirements for the second degree, including at least 36 weeks in residence and earning not less than 32 hours of credit.

For example: Student has 20 specified hours of coursework to meet the requirements for the second baccalaureate degree. Student will need to earn an additional 12 hours to meet the minimum 32 hours of credit required for a second baccalaureate degree.

J. Two Concurrent Degrees

A student may pursue two *different* baccalaureate degrees concurrently. To receive two different degrees concurrently (i.e., B.A./B.S., B.A./B.Music), a student must meet all the requirements for both degrees, including at least 36 weeks in residence and earning not less than 32 hours of credit beyond the hours required for the degree **the student chooses to declare as the first degree.**

For example:

The Bachelor of Liberal Arts degree requires minimum of 120 hours and the Bachelor of Science degree requires minimum 126 hours to graduate.

If declared first degree Bachelor of Liberal Arts/second degree Bachelor of Science, requires minimum 152 hours to graduate with these concurrent degrees (120 hours + 32 hours).

If declared first degree Bachelor of Science/second degree Bachelor of Liberal Arts, requires minimum 158 hours to graduate with these concurrent degrees (126 hours + 32 hours).

The university does not grant two of the *same* degrees concurrently, including the Bachelor of Arts degree-Liberal Arts and the Bachelor of Arts degree-Teaching program.

A student may have a double major, one in Teaching and one in Liberal Arts, but the Teaching major must be declared as the first major and the B.A. Teaching degree will be the degree conferred, since the teaching degree has the higher grade index requirement.

Additional Requirements for the Baccalaureate Teaching Program

1. For the completion of any undergraduate curriculum the student must earn a minimum of twelve (12) semester hours of credit in student teaching at this university, except that an undergraduate student with three (3) or more semester hours of credit in student teaching earned at the same level in another college or university may be released from four (4) hours of student teaching at this institution.
2. Not more than twelve (12) hours of credit in student teaching may be used toward the hours required for graduation.
3. One year in advance of the time a student plans to enroll in student teaching, s(he) will be invited to attend a Student Teaching Roundup during which s(he) will complete the necessary steps to apply to student teach and to receive a student teaching assignment. To be eligible for assignment to a student teaching placement, s(he) must have completed the following requirements:
 - a. FULL admission to the teacher education program;
 - b. certificate in *High Risk Behaviors/Substance Abuse*;
 - c. a cumulative GPA of 2.50 or higher on work at all colleges and universities;
 - d. a UNI GPA of 2.50 or higher;
 - e. a 2.50 GPA in the appropriate academic department or department approval;
 - f. a grade of C- (1.67) or higher in each Professional Education Sequence course, effective January 1, 2009, and a GPA of 2.50 or higher across all such courses;
 - g. completed all methods courses listed as prerequisites for student teaching with a grade of C (2.00) or higher as well as other departmental requirements;
 - h. Mathematics majors are required to have a major GPA of 2.50 or higher AND departmental approval; and
 - i. Health Education and Physical Education majors and minors are required to have current First Aid and CPR certification prior to student teaching.

The final student teacher assignment is based upon fulfillment of all established requirements as stated above, successful completion of Level II and Level III field experiences (minimum of 80 clock hours in PK-12 school settings), acceptable professional dispositions, and availability of placement.

Teaching Licensure

Teaching licenses are issued by state departments of education and are valid only in the state of issue. A college or university recommendation is required for issuance of a license.

Students in the UNI Teacher Education program must meet requirements for an Iowa teaching license if they are to be recommended for licensure from the University of Northern Iowa. At graduation they are eligible for the Initial License, valid for a period of two years for the kind of service indicated by the endorsement on the license; e.g., elementary and early childhood teaching, secondary teaching in content areas, or teaching in a special area such as art or music. The student usually can secure appropriate licensure in other states by making proper application and fulfilling any additional requirements.

In addition to holding a license valid for a specific teaching level, the secondary teacher must also have ENDORSEMENT in each subject to be taught. Endorsements are issued by the Iowa Department of Education on the recommendation of an institution. To secure the recommendation of the University of Northern Iowa, the student must meet the requirements for a teaching major or a teaching minor (or equivalent) in the subject. Exceptions are made only with the authorization of the university department offering the major or minor.

This university may recommend for licensure those graduates of other colleges or universities who have completed their professional education sequence courses here. However, this is a discretionary matter and the university will expect such students to demonstrate excellence of scholarship and meet standards required of its own graduates. Such students must have earned at least 20 hours of residence credit and at least 12 semester hours must be in the area for which endorsement is requested.

Program completion may include evaluations/assessments prescribed by the major, the Teacher Education Program, the Iowa Board of Educational Examiners, and/or the Iowa Department of Education.

For additional information, contact:

Office of the Registrar
University of Northern Iowa
Cedar Falls, IA 50614-0006

Hours of Credit Needed to Renew or Reinstate a License

Renewal and reinstatement requirements are established by the Iowa State Board of Educational Examiners and are subject to change by that body at any time. The Bureau of Practitioner Preparation and Development of the Department of Education distributes information concerning all changes in licensure requirements to city superintendents and to the teacher-education institutions. Information concerning the renewal or reinstatement requirements may be obtained from the:

Board of Educational Examiners
Grimes State Office Building
400 E. 14th St.
Des Moines, Iowa 50319-0147
(website www.boee.iowa.gov)

Graduate Information, Admission, Academic Regulations, and Degree Requirements

www.grad.uni.edu

The University of Northern Iowa offers twelve advanced programs leading to graduate degrees in:

- Master of Accounting
- Master of Arts
- Master of Arts in Education
- Master of Business Administration
- Master of Music
- Master of Public Policy
- Master of Science
- Master of Social Work
- Professional Science Master's
- Specialist in Education
- Doctor of Education
- Doctor of Technology

The University of Northern Iowa is a member of the Council of Graduate Schools in the United States and continues its endeavors to meet the needs of higher education and advanced preparation in diverse career fields with a strong and growing graduate program. Graduate degree programs were initiated at UNI in 1951 when the university was authorized by the Board of Regents, State of Iowa to offer a program of graduate work leading to the **Master of Arts in Education (M.A.E.)**; the program began with the summer session of 1952. In 1960 the graduate program was extended with the addition of a sixth-year program leading to the **Specialist in Education (Ed.S.)** degree. The addition of the **Doctor of Education (Ed.D.)** program, approved by the Board of Regents, State of Iowa in 1982, enables UNI to offer a complete course of professional preparation for the educational practitioner. Three intensive study areas are available through this Doctor of Education degree program: allied health, recreation, and community services; curriculum and instruction; and educational leadership.

In recognition of a more general need for advanced study, the university further expanded the graduate program in 1965 with the addition of the **Master of Arts (M.A.)** degree. This program is open to students who plan to pursue careers in fields other than education and is available, as well, to students interested in doing advanced work in teaching fields - elementary, secondary, and college level.

The addition of the **Master of Business Administration (M.B.A.)** degree in 1975, the **Master of Music (M.M.)** degree in 1976, the **Master of Public Policy (M.P.P.)** in 1991, the **Master of Science (M.S.)** in 1993, the **Master of Social Work (M.S.W.)** and the **Master of Accounting (MAcc)** in Fall 2000, and the **Professional Science Master's (P.S.M.)** in Fall 2006 demonstrates the university's

continued recognition of the changing needs of higher education and the institution's desire to meet those needs. The **Master of Business Administration** degree is open to those whose career interests include management of organizations and people, in both the for-profit and not-for-profit sectors. It is best suited to those who have work experience after the undergraduate degree. The **Master of Music** is a professional degree designed for the student planning a career in college or secondary school teaching, for a performance career as a professional musician or composer, or for further study at the doctoral level. The **Master of Public Policy** is an interdisciplinary professional degree preparing students for careers principally in the public sector. The program is structured to accommodate both full-time students and those already in positions in public organizations. The **Master of Science** degree is offered in Athletic Training, Biology, and Technology and is designed to prepare students for positions in those areas. The **Master of Social Work** degree is designed to prepare students for the advanced practice of social work in a variety of public and non-profit settings. The **Master of Accounting** degree is designed for Accounting majors; however, other majors within the College of Business Administration may be admitted to the program. The **Professional Science Master's** degree combines scientific or technical training with abbreviated business training and interdisciplinary cohort-building experiences.

The **Doctor of Technology** began as the Doctor of Industrial Technology, the university's first doctoral program, was authorized by the Board of Regents, State of Iowa to begin with the 1978 fall semester. The degree became the Doctor of Technology in 2012. This doctoral program provides advanced-level study in technology for a wide variety of professional fields and includes the study of the technological systems used in industry and their effect on society and culture.

Graduate majors are available in many departments, and graduate-level courses are offered by all departments of the university.

Those who wish to continue their professional and cultural growth without fulfilling the requirements for a graduate degree may do so in non-degree status if they satisfy the requirements for admission to graduate study.

Post-Baccalaureate, Undergraduate Study

A student who has received a bachelor's degree may choose to apply for further study at the University of Northern Iowa as an undergraduate rather than a graduate student. Inquiries should be made to the Office of Admissions. Undergraduate status will be accorded students who seek:

1. a second baccalaureate degree (designation as senior,) or
2. teacher licensure (designation as senior) - a student who does not hold a teaching certificate and expects to be recommended by

Graduate Information, Admission, Academic Regulations, and Degree Requirements

this university for an original certificate must also file an official transcript, or

3. courses for undergraduate credit (designation as unclassified)

Students with baccalaureate degrees do not earn graduate credit while in Post-baccalaureate Undergraduate status only. They must be admitted either to graduate Degree or Non-Degree Status before they can receive graduate credit for their course work (courses numbered 5000 or above). A student who is working toward a second bachelor's degree or teacher licensure and is also admitted as a graduate student will pay graduate tuition for the entire enrollment if any of the enrollment is for graduate credit. No course can apply to both a bachelor's degree and a graduate degree. See "Students enrolled for both graduate and undergraduate credit in the same term" in this university catalog for further information.

Retroactive granting of graduate credit for course work taken while in post-baccalaureate, undergraduate status will not be done if, when the course work was taken, the student received financial aid dependent on undergraduate status. If an undergraduate course can be taken at the 5000-level for graduate credit, extra work is required from graduate students to earn the graduate credit. This extra work cannot be completed after the course ends to change the course to graduate credit.

Program Certificates

The University of Northern Iowa makes available, in addition to traditional programs, the opportunity for students to earn program certificates. Program certificates provide an alternative to programs leading to a degree, a major, or a minor; they certify that an individual has completed a certificate program approved by the university. For further information concerning specific requirements for these certificates see specific departmental listings, or consult with the department listed or the Office of the Registrar.

Licensure and Endorsements

Licensure

For approval in some graduate programs, a student must have earned or be eligible for teacher licensure or its equivalent endorsed in an area appropriate to the graduate major. For information on licensure, consult the Office of the Registrar.

Teaching Licensure and Endorsements

Students interested in securing licenses to teach in another state should secure information directly from the State Department of Education in that state.

Addresses of different state departments may be obtained from Career Services or the Office of the Registrar.

Admission to Graduate Study

(This section applies to all students taking graduate courses at the University of Northern Iowa after receiving the bachelor's degree.)

The admission procedures of the Graduate College are administered separately from those of the university's undergraduate program. Prospective students may apply for graduate admission under one of two categories: **Degree Status** or **Non-Degree Status**. Each category carries specific regulations. Information and the online application for admission are available at www.grad.uni.edu/admission. The

completed Application for Admission to Graduate Study should be submitted online or mailed to the Office of Admissions, Cedar Falls, IA 50614-0018. International students should contact the Office of Admissions at www.uni.edu/intladm or by phone 319-273-2281 or by fax 319-273-2885.

Admission to graduate study does not guarantee admission to an advanced degree program. Responsibility for determining eligibility for admission to graduate degree programs rests primarily with the academic departments. The academic departments are responsible for evaluating degree status applications for admission, but the Graduate College has final authority on the admission status of admitted students (admitted unconditionally or provisionally).

A graduate of a college or university accredited by the North Central Association of Colleges and Secondary Schools or a corresponding regional agency, or a graduate of a foreign institution recognized by that country's Ministry of Education, is eligible to be considered for unconditional admission to graduate study. A graduate of a college or university that is not accredited may be granted provisional admission at the discretion of the Dean of the Graduate College.

If applicants wish to have graduate level **transfer courses** considered for their graduate degree at UNI, official transcripts must be submitted to the UNI Office of Admissions at the time of admission to graduate study. A Graduate Credit Transfer Evaluation form is also required for each course the student wishes to submit for transfer unless the course is on a transcript from University of Iowa or Iowa State University - this form can be found at <https://access.uni.edu/forms/index.shtml#G>. Courses will not be evaluated for transfer credit eligibility until the student is in attendance at UNI. For UNI policies on eligible transfer courses see **Program of Study** in this catalog. Transfer credit is not processed for students in non-degree status at UNI.

Note: *Students with a recognized baccalaureate degree who are seeking a second baccalaureate degree, teaching endorsements or approvals through UNI recommendation, and/or miscellaneous undergraduate course work may be admitted through the undergraduate Office of Admissions. These students pay undergraduate fees and may not take graduate courses unless also admitted to graduate study. See Post-Baccalaureate, Undergraduate Study in this university catalog.*

Application Dates

Applications for Degree-Status admission and all credentials required for admission should be on file in the Office of Admissions at least one month before departmental review. Students must contact the academic department regarding application review deadlines.

International students should note the special application deadlines at www.uni.edu/intladm.

Applicants for Non-Degree Status will be accepted up to five days before the start of the term.

Requirements for Admission to Degree Status

The admission process for **Degree Status** begins when the application for admission and all supporting documents and fees have been received in the Office of Admissions. **U.S. and international students who are seeking financial assistance and wish to receive the fullest consideration must submit a completed application**

(please see following requirements) by February 1. *Many graduate departments have earlier deadlines, which are indicated in their department materials. All departmental materials should be reviewed carefully for information about early deadlines.*

U.S. students must submit the following to the Office of Admissions for the admission file to be considered complete: the Application for Admission to Graduate Study; the application fee; official transcripts from the college or university granting the baccalaureate degree and any other colleges or universities attended after earning the bachelor's degree, if other than the University of Northern Iowa; any required test scores (GRE, GMAT), and any other application materials required by the graduate program (departmental application, letters of reference, goal statement, etc.). U.S. students should send all materials to:

Office of Admissions-U.S. Graduate Admissions
002 Gilchrist Hall
University of Northern Iowa
Cedar Falls, IA 50614-0018, U.S.A.

Application materials, except transcripts and test scores, may also be emailed to admissionsprocessing@uni.edu.

International students must submit the following to the Office of Admissions for the admission file to be considered complete: the Application for Admission to Graduate Study; the application fee; official transcripts from the college or university granting the baccalaureate degree and any other colleges or universities attended after earning the bachelor's degree, if other than the University of Northern Iowa; TOEFL or IELTS scores (if the native language is not English); any other required test scores (GRE, GMAT); and any other application materials required by the graduate program (departmental application, letters of reference, goal statement, etc.). International students should contact the department for information about required application materials (see also www.uni.edu/intladm/graduate/majors), but international students should submit their materials to:

Office of Admissions-International Graduate Admissions
002 Gilchrist Hall
University of Northern Iowa
Cedar Falls, IA 50614-0018, U.S.A.

Application materials, except transcripts and test scores, may also be emailed to admissionsprocessing@uni.edu.

Applications for Degree Status are reviewed and acted upon by the appropriate academic department, the Office of Admissions, the Graduate College, and the Office of the Registrar. Responsibility for determining eligibility for admission to graduate degree programs rests primarily with the academic departments. The academic departments are responsible for evaluating degree status applications for admission, but the Graduate College has final authority on the admission status of admitted students (admitted unconditionally or provisionally). A graduate of a college or university accredited by the North Central Association of Colleges and Secondary Schools or a corresponding regional agency, or a graduate of a foreign institution recognized by that country's Ministry of Education, is eligible to be considered for unconditional admission. A graduate of a college or university that is not accredited may be granted provisional admission at the discretion of the Dean of the Graduate College. Students who expect to earn a graduate degree at this university must file an **official** transcript from the college or university granting the baccalaureate degree, if other than the University of Northern Iowa. Degree Status applicants who have attended other colleges or universities after earning the bachelor's degree must file an official transcript of each record. Only

transcripts sent directly from the issuing institution to the UNI Office of Admissions are considered official. *Students who do not have a final transcript showing the bachelor's degree on file by the end of the second week of classes may be changed to undergraduate status and dropped from their graduate-level courses.*

Applicants should check with the department offering the major of their choice, to determine whether/which Graduate Record Examination (GRE) tests are required prior to admission. **If required, applicants must request that the scores be sent directly from the testing agency to the Office of Admissions.**

Students applying for admission to a graduate degree program in the College of Business Administration are required to submit their scores from the Graduate Management Admission Test (GMAT). They need not take the Graduate Record Examination (GRE). **Students must request that the testing agency forward their test results directly to the Office of Admissions.**

Scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) are required from applicants whose first language is not English. The minimum required scores for unconditional admission are 550(paper)/79-80(Internet) on the TOEFL or 6.5 on the IELTS. Please note that some graduate programs have higher requirements. The requirement to submit these scores may be waived only by the Graduate College through a direct request from a graduate program (not from a prospective student). A typical circumstance in which a waiver may be granted is that the student has completed a bachelor's or graduate degree at an accredited English-speaking institution.

Students admitted to a graduate degree program will be admitted in one of two statuses:

1. Unconditional Status

The minimum undergraduate grade point average, or prior graduate grade point average on at least 8 credits, required for unconditional admission is 3.00 (B = 3.00) or its equivalent. Individual graduate programs may require a higher grade point average for admission.

Degree status is accorded students who meet the minimum GPA requirement, met the minimum TOEFL or IELTS score if applicable, have submitted all official transcripts, and are deemed qualified by the appropriate academic department to pursue a program of study which can culminate in the earning of a graduate degree. Applicants are to specify their choice of degree program in their admission application.

2. Provisional Status

At the discretion of the academic department concerned, an applicant who has an undergraduate and/or prior graduate GPA less than 3.00, or who does not meet some other criterion for unconditional admission, may be admitted as a **Provisional Degree Student**. A Provisional Degree Student is admitted to a graduate program, subject to certain reservations/requirements. The department must notify the student upon admission in writing of its reservations and requirements that must be satisfied before a student may be removed from provisional status.

A Provisional Degree Student who completes eight (8) or more graded hours of a degree program with a 3.00 grade point average, or better, is generally eligible for reclassification to Unconditional Degree Status. The responsibility for such reclassification rests with the academic department concerned. Reclassification review should take place the semester after the student has

completed eight (8) semester hours in their graduate program. The department has responsibility for notifying the Office of Admissions and the Dean of the Graduate College or designee about the reclassification decision. No student may receive a UNI graduate degree while on provisional status. The department admitting a student to its graduate degree program will draft a letter of acceptance to be sent to the student; this letter will describe the requirements necessary for completion of the degree program in question.

Status Acceptance and Waivers:

Any waivers of degree requirements as established by a department must be furnished to the applicant by the department in the letter of acceptance (refer to waiver procedures in this University Catalog). Waiver of specific degree requirements do not generally result in a reduction in the total semester hours required for the degree.

Requirements for Admission to Non-Degree Status

Non-Degree Status has been established for the post-baccalaureate student who:

1. wishes to take graduate courses for self-enlightenment unrelated to any graduate degree program.
2. plans to demonstrate competence in graduate studies in support of consideration for admission to a degree program at a later time.

The admission process for **Non-Degree Status** applicants begins when the application for admission and all supporting documents have been received in the Office of Admissions. Requests for Non-Degree Status are reviewed and acted upon within the Office of Admissions.

Applicants must have a bachelor's degree from a college or university accredited by the North Central Association of Colleges and Secondary Schools or a corresponding regional agency, or have a bachelor's degree from a foreign institution recognized by that country's Ministry of Education. All students wishing to earn non-degree graduate credit from UNI must have a verified bachelor's degree (and master's degree if the student wishes to take doctoral level courses). If the degree(s) cannot be verified through the National Student Clearinghouse, the student must file an official transcript or statement of degree from **each** college or university from which they have received a degree, unless the degree was obtained from the University of Northern Iowa. **Only documents sent directly from the issuing institution to the UNI Office of Admissions are considered official.** Transfer credit is not processed for students in non-degree status at UNI.

Scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) are required from applicants whose first language is not English. The minimum required scores are 550(paper)/79-80(Internet) on the TOEFL or 6.5 on the IELTS. Please note that some graduate programs have higher requirements. The requirement to submit these scores may be waived only by the Graduate College through a direct request from a graduate program (not from a prospective student). A typical circumstance in which a waiver may be granted is that the student has completed a bachelor's or graduate degree at an accredited English-speaking institution.

Note: Academic departments are not obliged to count toward their degree programs **any credit for course work undertaken in a Non-**

Degree Status. Contact the department of interest with any questions about course applicability.

Students Enrolled for Both Graduate and Undergraduate Credit in the Same Term (Dual Career Students)

A student may take both graduate and undergraduate credit courses in the same term in one of the circumstances below. **A student must be degree-seeking in, and enrolled at least half-time in, her/his primary career in order to be eligible for federal financial aid. See the appropriate circumstance below for an explanation of which career is primary and for tuition billing information.**

Graduate Credit as a Senior

An undergraduate student of senior standing (90 or more credits earned) at the time of registration, earning the first bachelor's degree, and with a cumulative GPA of at least 3.00, may register for a maximum of 12 total credit hours for graduate credit. Such registration requires approval on a student request form (available at access.uni.edu/forms/#S or through department offices) by the student's advisor, the instructor of the course(s), and the head(s) of the department(s) offering the course(s). Additional approval by the Graduate College on the student request form is required if the student's GPA is below 3.00, or if the registration is occurring during advanced registration the semester before the student attains senior standing. The combined total of course credits, both undergraduate and graduate, may not exceed 15 hours in a semester or 8 hours in a summer session. Overload requests must be approved by the student's advisor and the Graduate College.

No course may count toward both an undergraduate and a graduate degree. Graduate credit earned as an undergraduate will not be counted toward the undergraduate degree and may or may not be counted toward UNI graduate degree programs at the discretion of the graduate program. Some graduate programs have early admission procedures which the student must follow in order for the graduate credit to apply to the graduate degree. The earliest graduate course that applies to a student's graduate program marks the beginning of the recency period for the completion of the degree.

Students earning graduate credit as a senior are classified as seniors but will pay graduate tuition for the semester hours for which they will receive graduate credit. The maximum tuition will be the full-time graduate rate for the student's residence classification. The undergraduate career is the student's primary career for financial aid purposes. The student must be enrolled at least half-time in undergraduate courses to be eligible for federal financial aid, which will be at the undergraduate level.

Graduate Student Taking an Undergraduate Course

Graduate students wishing to take an undergraduate course for any reason (personal interest, to satisfy provisions of admission, professional development or certification, etc.) must submit an online graduate student request through MyUNIverse. Request

type Q should be used. Once the request is approved, and assuming the requested course is open, the Registrar's Office will enroll the student in the course. Undergraduate courses taken by graduate students in Fall 2011 and later will appear only on an undergraduate transcript and will not be included in the graduate GPA.

Graduate students taking undergraduate courses will pay graduate tuition for their entire enrollment if they are taking any courses for graduate credit in that term. The maximum tuition will be the full-time graduate rate for the student's residence classification. If the only enrollment is undergraduate courses, undergraduate tuition will be charged. However, the graduate career is the student's primary career for financial aid, regardless of enrollment. The student must be enrolled at least half-time in graduate courses to be eligible to receive federal financial aid, which will be at the graduate level.

Graduate Student Concurrent with Second Bachelor's Degree or Teacher Licensure

A student who has received a bachelor's degree may be simultaneously active in both an undergraduate career, to work toward a second bachelor's degree or teacher licensure, and a graduate career, either degree-seeking or non-degree. The student who wishes to do this must submit two applications for admission—one for post-baccalaureate undergraduate admission (see Post-baccalaureate, Undergraduate Study in this university catalog) and one for admission to graduate study (see Admission to Graduate Study in this university catalog). No course can apply to both a bachelor's degree and a graduate degree. Students who are admitted in this way will have both an undergraduate and a graduate transcript.

A graduate student (degree or non-degree) who is concurrently working toward a second bachelor's degree or teacher licensure will pay graduate tuition for the entire registration of a term if any courses are taken for graduate credit in that term. The maximum tuition will be the full-time graduate rate for the student's residence classification.

If the student is graduate degree-seeking, the graduate career is the student's primary career for financial aid and the student must be enrolled at least half-time in graduate courses to be eligible for federal financial aid, which will be at the graduate level. However, if the only enrollment is in undergraduate courses, undergraduate tuition will be charged, and the Office of Financial Aid will regard the undergraduate career as primary for that term if the graduate career is temporarily discontinued. In that case, the student must be enrolled at least half-time in undergraduate courses to be eligible for federal financial aid, which will be at the undergraduate level. A student cannot apply for graduation with the graduate degree when the graduate career is discontinued.

If the student is graduate non-degree, the undergraduate career is the primary career for financial aid. The student must be enrolled at least half-time in undergraduate courses to be eligible for federal financial aid, which will be at the undergraduate level.

Non-degree Graduate Student and Non-Degree Undergraduate Student

A student who has received a bachelor's degree may be simultaneously active in both a non-degree undergraduate career, to take undergraduate courses for personal interest, and a non-degree graduate career, to take graduate courses for personal interest or to demonstrate competence in graduate work prior to applying to a graduate program. The student who wishes to do this must submit two applications for admission—one for post-baccalaureate undergraduate non-degree admission (see Post-baccalaureate, Undergraduate Study in this university catalog) and one for admission to non-degree graduate study (see Admission to Graduate Study in this university catalog). Students who are admitted in this way will have both an undergraduate and a graduate transcript.

A non-degree graduate student who is also a non-degree undergraduate student will pay graduate tuition for the entire registration of a term if any courses are taken for graduate credit in that term. The maximum tuition will be the full-time graduate rate for the student's residence classification. If the only enrollment is undergraduate courses, undergraduate tuition will be charged. Students who are not degree-seeking are not eligible for federal financial aid.

Classification of Residents and Nonresidents for Admission, Tuition, and Fee Purposes

Refer to this University Catalog for further details.

Enrollment and Registration Procedures

Refer to this University Catalog for further details.

Health

All incoming students are required to submit evidence of having been adequately immunized against measles (rubeola), rubella, and mumps. Students must provide documentation of their immunization records which shows proof of TWO measles, mumps and rubella (MMR) vaccinations. For more information please see our Web site at www.uni.edu/health.

Facilities and Educational Services

Refer to this University Catalog for further details.

Office of Student Financial Aid

Qualified degree-seeking students may secure loans from either Perkins or William D. Ford Federal Direct Loan. Loans are available to students enrolled at least half-time (5 semester hours in the fall or spring semesters or 4 semester hours in the summer).

A limited number of opportunities for part-time employment are available on the campus for students attending University of Northern Iowa at least half-time. On-campus positions pay a minimum of \$7.25 per hour.

Graduate students who wish further information about financial assistance may contact the Office of Student Financial Aid, University

Graduate Information, Admission, Academic Regulations, and Degree Requirements

of Northern Iowa, Cedar Falls, IA 50614-0024. Refer to this University Catalog for further details.

Fine and Performing Arts at UNI

Refer to this University Catalog for further details.

Schedule of Fees

Refer to this University Catalog for further details.

Student Life

Refer to this University Catalog for further details.

Graduate Assistantships

A limited number of graduate assistantships are available to qualified students who are working toward a graduate degree at the University of Northern Iowa. The associated work assignment is of an academic nature and is designed to contribute to the student's graduate education.

A full assistantship for a semester carries a salary paid in equal installments over a 5-month period. Half-assistantships may also be awarded. The associated work assignment for a full assistantship will not exceed 20 hours per week assisting designated professors in certain appropriate academic functions, including teaching and research, or working in a non-academic departmental office.

Graduate students receiving an assistantship may also receive other forms of university-based financial aid, tuition awards, fellowships or scholarships, as long as the latter do not require services performed by the student, i.e., where such could be considered wages. Graduate students receiving an assistantship cannot be otherwise employed on campus, except as an hourly student employee outside of the department or area of the assistantship.

To be eligible for an assistantship, graduate students must be admitted to a graduate degree program and must have a minimum 3.00 undergraduate GPA or a minimum 3.00 graduate GPA on at least 8 credits. Once students have begun studies at the University of Northern Iowa, GPA eligibility will be based upon courses applying to the degree. In absence of an advisement report showing degree requirements, all graduate courses will be used as a basis of computation for GPA eligibility. Graduate students receiving an assistantship must be enrolled full-time (9+ graduate hours). See the Graduate Assistantship Handbook at www.grad.uni.edu/assistantships for more information.

The assistantship application form may be obtained on the Graduate College website at www.grad.uni.edu/assistantships. **Applications should be emailed by February 1 to the department of interest.**

Recommendations for awarding assistantships are made by the department head or designee who forwards those recommendations to the Graduate College. All graduate assistantships are offered through the Graduate College.

Graduate Scholarships

A limited number of Graduate College tuition scholarships are awarded through the Graduate College upon recommendation of the department head. To be eligible, graduate students must be admitted to a graduate degree program and must have a minimum 3.00 undergraduate GPA or a minimum graduate GPA of 3.00 on at least 8 credits. Once students have begun studies at the University

of Northern Iowa, GPA eligibility will be based upon courses applying to the degree. In absence of an advisement report showing degree requirements, all graduate courses will be used as a basis of computation for GPA eligibility. Graduate students receiving a tuition scholarship must be enrolled full-time (9+ graduate hours). Full or half tuition scholarships are available.

The scholarship application form may be obtained on the Graduate College website at <http://www.grad.uni.edu/assistantships>.

Applications should be emailed by February 1 to the department of interest.

Some university departments offer scholarships for graduate study. Students should obtain information about these awards from the departments in which they intend to do graduate work.

Common Regulations and Requirements for All Graduate Programs

Departments must provide information to students which outlines: required courses applicable to the various departmental programs of study, examination procedures and other formal evaluations, departmental policies with regard to awarding and renewing assistantships, time limits on degree completion (if less than seven years), registration policies, grade point requirements, requirements for changing from one degree program to another within the department, and other matters as are appropriate. The nature of the departmental advisory system should also be explained to incoming students.

Filing Graduate Student Requests

Student requests are used by students to seek appropriate approval(s) for a variety of requests. **Graduate students submit student requests online through MyUNiverse.** For graduate students, the link to the student request system is located on the MyUNiverse My Page tab. Graduate students click on the "Student Request (Grad Stds)" link, and follow instructions to write, submit, and review the approval status of their student requests.

Regulations Affecting Registration

Each student admitted to a degree program is assigned an advisor. The advisor will assist the student in the registration process involving the selection of courses and other matters such as:

1. Maximum academic load

The maximum graduate student load during each semester of the academic year is 15 hours.

The maximum graduate student load during the eight-week summer session is 9 semester hours of eight-week courses. The maximum load for shorter sessions is one (1) credit hour per session week (i.e., a 4 hour load in a four-week session; a 6 hour load in a six-week session). The maximum load during a two-week post-session is 2 semester hours.

Requests for exceptions to these load regulations must be submitted on-line through MyUNiverse, (see Filing Graduate Student Requests). Exceptions may be granted only by the Dean of the Graduate College (or designee).

2. Level of courses

Graduate students normally take courses only in the 5000, 6000 or 7000 (for doctoral students) series. **A graduate student may request to take courses numbered 0000-4999 for undergraduate credit. Such courses do not carry graduate credit and may not be used on a graduate degree under any circumstances.** Undergraduate courses taken Fall 2011 and later will be on an undergraduate transcript. See the section "Students enrolled for both graduate and undergraduate credit in the same term" in this university catalog.

3. Continuous registration

Graduate students who have registered for all of their program courses but have not completed all of their graduation requirements, e.g. comprehensive exams, thesis, paper/project, recitals, etc., must be continuously registered until the degree is completed. Students reaching this stage will be automatically registered in the course xxxx 629C Continuous Registration or xxxx 7300 Postcomprehensive Registration (xxxx refers to the student's major department), and assessed a \$50 fee or \$70 for Postcomprehensive Registration. Continuous enrollment ensures that students and their advisors can access their university records, that students receive important emails from university offices, and that students can utilize the library and its services through graduation.

Program of Study (Academic Requirements/ Advisement Report)

When a student's admission file is complete, a standard advisement report is released online for view by the student and the advisor in MyUNiverse. (For students, the advisement report is found in MyUNiverse Student Center as Academic Requirements. For advisors, the student's advisement report is found in MyUNiverse Advisor Center.) Usually during the first semester of coursework, a departmental advisor will meet with students to inform them of program requirements and expectations. A default thesis or non-thesis option, if applicable, is included in the advisement report, the tracking document of graduate degree requirements. If the student wishes to change to the other option, if available, a student request is needed. If the student or advisor chooses to make any changes in the degree requirements, a student request must be made online through MyUNiverse (see Filing Graduate Student Requests). The Associate Dean of the Graduate College (or designee) is the final person to approve or reject any changes to the degree requirements. The Dean of the Graduate College is in general charge of each graduate student's program. **It is the student's responsibility to be familiar with all degree requirements and take the initiative in meeting these requirements and established policies and procedures.**

Program of Study Regulations

1. Scholarship

A cumulative grade index of 3.00 (B average) must be earned in all courses required for the degree or applying to the degree. The Plan GPA on the advisement report is used to monitor this. No more than six (6) semester hours of C credit (C+, C, C-) may be applied toward credit for graduation. When C-range grades on the advisement report exceed the six hour limit, one or more of such courses *must* be repeated. Individual departments may identify specific courses within the degree for which a minimum grade of B is required. A course taken to satisfy degree requirements in

which a student receives a D+, D, D- F or NC grade will not be considered satisfactory and *must* be repeated. **The original grade for any repeated course will be included in the computation for the Plan GPA, as well as in the overall cumulative GPA.**

2. Time Limitation (Recency of Credit)

Time limits on the completion of degrees have been established to ensure that a student who earns a UNI graduate degree is current in the discipline at the time of graduation. **The allotted time to a Master's, Specialist, Doctor of Technology degree is seven years from the earliest course applied to the degree. The allotted time to the Doctor of Education degree is ten years. Courses taken more than seven years (ten years for Ed.D.) prior to the granting of the degree cannot be used to meet degree requirements.** Any exception to this policy (waiver of recency) is at the discretion of the Associate Dean of the Graduate College (or designee), and a waiver of recency must be obtained *prior* to resuming work toward the degree. Waivers of recency will be subject to the following restrictions:

If the student's original time limit expired less than one year ago, the student must explain why the degree could not be completed in the allotted time and the student must present a plan, subject to approval by the program, for degree completion within one to two academic terms (semesters, summer sessions).

If the student's original time limit expired over one year ago but under three years ago, the student must explain why the degree could not be completed in the allotted time, and the student and the program must present evidence that the student is still current in the discipline. The student must present a plan, subject to approval by the program, for the student to bring specific coursework into the appropriate recency period and to complete all degree requirements within two to four terms (semesters, summer sessions). If over 50% of the student's credit hours are within recency, the student's plan will include repeating, or otherwise bringing into recency, at least 33% of the out-of-recency credits. If over 50% of the student's credit hours are out of recency, the student's plan will include repeating, or otherwise bringing into recency, at least 67% of the out-of-recency credits.

If the student's original time limit expired over three years ago but under five years ago, the student must explain why the degree could not be completed in the allotted time, and the student and the program must present evidence that the student is still current in the discipline. The student must present a plan, subject to approval by the program, to bring specific coursework into recency and complete all degree requirements within two-three years. If over 50% of the credit hours are within recency, the student's plan will include repeating, or otherwise bringing into recency, at least 50% of the out-of-recency credits. If over 50% of the student's credit hours are out of recency, the student's plan will include repeating, or otherwise bringing into recency, at least 75% of the out-of-recency credits.

In the above three cases, if an extension of time to complete the degree (waiver of recency) is granted, it will be the only extension the student receives. No further extensions will be granted.

If the student's original time limit expired over five years ago, the student must reapply for admission to the graduate program. If the student is accepted, only coursework that is within the recency

Graduate Information, Admission, Academic Regulations, and Degree Requirements

period when the degree is granted may be used to satisfy degree requirements.

Extensions of time to complete the degree for military service or family medical leave:

A current graduate student who enters active military service may request to have the recency period extended by a year.

A current graduate student who has a circumstance that would be covered by the Family Medical Leave Act (if the student were an employee) may request to have the recency period extended by a semester. The circumstances covered by the FMLA are listed at www.vpaf.uni.edu/hrs/benefits/fmla/index.shtml.

3. Residence

At least two-thirds of the minimum hours required for a particular Master or Specialist degree program must be taken with members of the UNI graduate faculty and must be taken only for that degree. The doctoral degree programs have different residence requirements. As soon as possible, a student in a degree program should discuss her/his residence credit plan with her/his program advisor in the degree department. The combination of transfer credit, correspondence credit, and credit applied to another graduate degree cannot exceed one-third of the minimum degree hours, even if some are UNI courses.

After students have been admitted for a graduate degree, and provided that prior arrangements have been made with the Dean of the Graduate College, they may take work at the University of Iowa, Iowa State University or the Quad-Cities Graduate Study Center. UNI may grant residence credit for this.

4. Nongraded credit

Up to 3 credit hours of graduate non-graded (credit/no-credit) course work may be applied to the degree with the approval of the program and the Graduate College. Exceptions are courses offered only on a non-graded basis and 299/6299, which must be graded credit. A grade of C- or better is required to earn credit. Credit/no-credit will not be used to circumvent the maximum 6 hours of C grades applied to the degree.

5. Credit from Other Institutions (Transfer Credit)

Graduate credit earned at other regionally accredited colleges and universities may be accepted to a maximum of one-third of the minimum number of hours required by a particular UNI graduate degree program, but specialist and doctoral programs may allow a smaller fraction of transfer hours. **Credits earned from other institutions will not satisfy the minimum 200/6000-level course requirement (or 200/6000- 300/7000-level requirement for doctoral degrees). Credits not needed to meet degree requirements will not be transferred.** Transfer credit is not processed for students in non-degree status at UNI.

A student pursuing a graduate degree program should discuss plans to transfer credits with the program advisor as soon as possible. Academic departments are not obliged to count toward their degree programs any credit for course work undertaken without specific advice provided by the department. However, **PRIOR TO departmental evaluation of the course for use on the UNI graduate degree program, all transfer courses must satisfy criteria established by the Graduate Council. The**

Office of Admissions is the sole determiner of whether a course meets these criteria.

- a. Course must be a regular graduate course with a graduate course number (not professional development or college credit through an Educational Agency or conference).
- b. Course must be taken by the student in graduate status, and the official transcript must show a grade of B- or better earned.
- c. Course must be applicable as a graduate requirement at the institution where it is taken.
- d. Course must be taught by regular graduate faculty.
- e. Course must meet the UNI seven-year recency requirement (ten-year for the Ed.D.).

The Graduate Transfer Evaluation Form (available on MyUNIverse at <https://access.uni.edu/forms/index.shtml#G>) and the official transcript are used by the Office of Admissions to evaluate a course's eligibility for graduate transfer credit. The Office of Admissions informs the department of the result of the evaluation. After a completed course has been ruled eligible by the Office of Admissions, the student may submit an online Student Request of Type P to transfer the course and use it on the graduate degree. Application of eligible transfer courses to the UNI degree program requires approval by the department/graduate program on the student request.

A Graduate Transfer Evaluation Form must be completed for each course a student wishes to transfer, including courses taken prior to admission to the graduate program, unless the course is on a transcript from Iowa State University or the University of Iowa. Students considering taking a course at another institution to use on the UNI degree should complete the Graduate Transfer Evaluation Form and receive the result from the department **prior to enrolling for the course**. Transfer courses *taken after degree admission* will not be processed or approved for the degree until a Graduate Transfer Evaluation Form is completed and returned to UNI from the other institution and official transcripts for these courses are filed with the Office of Admissions.

6. Correspondence credit (Guided Independent Study)

Correspondence courses (specified as Guided Independent Study or GIS at UNI) may not ordinarily be applied toward a graduate degree program. In unusual circumstances a student may request that a maximum of 3 semester hours of 5000-level correspondence/UNI Guided Independent Study credit be applied to a graduate degree program. The online student request must be submitted and approved **prior to registering** for the course.

7. Workshop credit

No more than 6 credit hours earned in workshop courses, at the University of Northern Iowa or another institution, will be applied toward a graduate degree.

8. Camp Adventure

Graduate students participating in the Camp Adventure Child and Youth Services program may apply up to 2 credits of LYHS 5621 Camp Staff Development taken on the UNI Campus and up

to 2 credits of LYHS 6295 (430:291) Internship taken through Camp Adventure to each graduate degree, with approval of the graduate program. No other courses taken through Camp Adventure may be used on a graduate degree.

9. Courses Applying to Two Graduate Degrees

At least two-thirds (2/3) of the minimum hours required for a graduate degree must be UNI courses taken only for that degree. Any combination of transfer hours, correspondence/GIS, and hours applied to another degree may make up no more than one-third (1/3) of the minimum hours required for a graduate degree. Some programs may impose more restrictive limits.

No course may be applied to more than two degrees. No course may apply to both the first Master's degree and a doctoral degree.

A maximum of 8 semester hours may be common to two Master's degrees, whether the degrees are concurrent or sequential.

A maximum of 6 semester hours may be common to both a doctoral degree and another graduate degree beyond the first Master's degree (e.g., second Master's, Specialist).

10. Policies Regarding Course Grades of Incomplete (Graduate Courses)

Work reported as *Incomplete (I)* in the fall session must be completed by June 1 of the next calendar year. Work reported *Incomplete* in the spring and summer sessions must be completed by January 1 the next calendar year.

The exact length of time to remove the *Incomplete* within the above timelines is set by agreement between the instructor and the student. If the work reported as *Incomplete* is not made up by the deadline noted above, it is automatically entered as an *F (Failure)* on the student's record.

Any requests for an exception to the above timelines must be submitted online through MyUNIverse (see Filing Graduate Student Requests). Only under the most unusual circumstances would requests for additional time be approved.

Some courses continue beyond the normal ending date of the semester or session. In such cases the initial grade reported will be an *RC* which means *Research* or *Course Continued*. Once the extended instructional period is finished, the *RC* grade will be replaced with the appropriate grade assigned by the instructor.

Waiver of Regulations

Exceptions to Graduate College regulations and Graduate Council policies may be granted only by the Dean of the Graduate College (or designee). Requests for exceptions must be submitted online through MyUNIverse (see Filing Graduate Student Requests).

Graduate Probation and Suspension - Degree Status Students

Graduate students in degree programs are expected to maintain high academic standards. At the end of each term and when incomplete grades revert to *F (Failure)* graduate student records are reviewed. Students with unsatisfactory performance are placed on probation or are suspended from graduate degree programs and any graduate enrollment at UNI. Students are evaluated for probation and

suspension based on attempted degree hours. Attempted degree hours are any credit hours on the advisement report for which the student receives a mark (A through F, W, I, RC, CR, NC) or for which the term and dates of the course have passed, even if there is no mark.

A student who has attempted nine (9) to seventeen (17) semester hours on the advisement report and attained a Plan GPA less than 3.00 will be placed on probation. If the student attempts eight (8) or more hours while on probation without qualifying as a degree candidate (GPA of 3.00), the student is reviewed for suspension from graduate degree programs. A student who has attempted eighteen (18) or more semester hours on the advisement report and attained a Plan GPA less than 3.00 will be suspended. It is not required that such a student receive a semester of probation first. Students placed on academic suspension cannot enroll in non-degree graduate status or take courses at another institution to transfer to the student's degree, or advance in their program during the year of academic suspension. It may be permitted for the student to register in undergraduate courses during the year of suspension.

Reinstatement

When a student is suspended, at least one calendar year must elapse before application for readmission to a graduate degree program may be made. After one full calendar year on suspension, a suspended student who wishes to enroll in classes must submit an Application for Readmission to Graduate Program and receive approval from the graduate program/department and the Graduate College for reinstatement and removal from suspension. The Application for Readmission to Graduate Program is not available online. It may only be obtained from the Graduate College after consultation with the Associate Dean.

A student reinstated after suspension who fails to attain a Plan GPA, Total, of 3.00 with the first 8 credits after reinstatement will be permanently suspended from the graduate program.

In determining a graduate student's GPA, all graded course work on the advisement report will be used as a basis of computation.

If the student does not yet have an advisement report showing degree requirements (this can occur if the student's admission file is incomplete), all graduate courses will be used as a basis of computation. If a graduate student repeats a course, both grades will be used in computing the GPA.

If a student feels there has been some procedural irregularity concerning her/his suspension from the university, the student may request a review by the Graduate College. This review may be conducted by the Dean of the Graduate College (or designee).

Graduate Probation and Suspension - Non Degree Status Students

0-3 credits taken (any GPA) - no action

4-6 credits taken - GPA 2.50-2.99 - Probation; GPA less than 2.50 - Suspension

7-8 credits taken - GPA 2.90 - 2.99 - Probation; GPA less than 2.90 - Suspension

9 or more credits taken - GPA less than 3.00 - Suspension

Graduate Information, Admission, Academic Regulations, and Degree Requirements

If a student is put on probation, the student must bring the cumulative GPA to 3.00 or better in the next term of enrollment or the student will be suspended.

Suspension is for a minimum of one calendar year. Non-degree students who have been placed on academic suspension cannot enroll in graduate courses during the time they are suspended. After one full calendar year, students who wish to enroll in graduate classes must reapply to UNI as a non-degree graduate student, or apply to a graduate degree program, and receive approvals from the Graduate College (and the department, if applicable).

If a student feels there has been some procedural irregularity concerning her/his suspension from the university, the student may request a review by the Graduate College. This review may be conducted by the Dean of the Graduate College (or designee).

Nonacademic Probation and Dismissal

Departmental Nonacademic Probation and Dismissal Policy Procedures*

* This policy does not preclude enforcement of any other university policies (e.g., policies regarding the academic standing of graduate students, academic ethics policies, grievance procedures for graduate students and graduate assistants).

In addition to the university-wide requirements for academic standing, **academic departments may establish additional requirements (e.g., ethical/professional standards), violation of which might determine an individual graduate student's standing with regard to probation and dismissal from a graduate program.**

To this end, departments with such requirements must put these in writing and place them on file in the departmental office and the Graduate College.

Departments must make all reasonable efforts to inform graduate students of the existence of such policies/standards and disseminate them to students upon their admission to graduate study in the program/area.

Subsequent changes in policies/standards must be communicated by the department to each student in the program and to the Dean of the Graduate College or designee. The new regulations will not apply retroactively to the disadvantage of students already in the program.

I. Departmental Nonacademic Probation

If a student is failing to meet departmental nonacademic standards and probation or suspension is being considered, the department must:

1. warn the student of this in writing and specify in what way(s) the student is failing to meet the departmental standard(s);
2. advise the student (in writing) of the consequence(s) of failure to address the problem(s) cited, satisfactorily;
3. provide the student with a reasonable amount of time (e.g., a minimum of ten school days) within which to respond to the notification (e.g., the right to review) and indicate to the person(s) to whom a response should be made;

4. provide the student with a reasonable amount of time to meet the standards or remediate prior to being placed on departmental probation and suspension.

If a student is **to be placed on departmental probation**, the department must:

1. provide, at the time of its imposition, a written explanation of this status, and its time limits;
2. indicate the impact of departmental probation on the pursuit of future graduate course work in the program of study;
3. give the student a reasonable amount of time within which to respond to the notification of probation (e.g., right to review) and indicate to whom a response should be made;
4. provide an explanation of the departmental reinstatement procedure(s);
5. establish departmental procedures for handling reviews.

The department should also notify the Dean of the Graduate College or designee and the Registrar in writing and indicate the impact of the student's nonacademic probationary status on the pursuit of future graduate course work in the program of study. The Dean of the Graduate College or designee and the Registrar should be notified when the student has been removed from probation.

II. Departmental Dismissal

A student may be dismissed for her/his failure to meet: the conditions of admission, conditions of departmental probation, pre-announced departmental grade point requirements or other standards. If a student is dismissed from a graduate program, the department must:

1. notify the student of this in writing, specify what the student has done to merit departmental dismissal and its time limits;
2. indicate the impact of departmental dismissal on the pursuit of future course work in the program of study;
3. give student a reasonable amount of time (e.g., a minimum of ten school days) to respond to the notification of dismissal (e.g., right to review) and indicate to the person(s) to whom a response should be made;
4. provide an explanation of departmental reinstatement procedures (as appropriate).

The department should notify the Dean of the Graduate College or designee and the Registrar in writing and indicate the impact of the student's nonacademic dismissal on the pursuit of graduate course work in the program of study. The Dean of the Graduate College or designee and the Registrar should be notified when the student's dismissal has been removed.

Departmental policies/procedures for nonacademic probation and dismissal must be approved by the Graduate Dean and offered a fair and expeditious review.

III. Graduate College Review of Departmental Dismissal

Questions involving judgment of performance will not be reviewed beyond the departmental level. If, however, the student feels there has

been unfairness or some procedural irregularity concerning probation or dismissal, the student may request a review by the Graduate College. This review may be conducted by the Dean of the Graduate College or designee.

Master's Degree Programs Graduation Requirements

Thesis Plan

1. The number of hours of graduate credit required varies with the major, but no fewer than **30 semester hours of graduate credit is required for all majors**. For the Master of Arts (M.A.) thesis plan, the Master of Arts in Education (M.A.E.) thesis plan, and the Master of Music (M.M.) thesis/recital plan, a minimum of 24 semester hours must be in course work other than xxx:299/6299 Research and xxx:29R/629R Directed Research. For the Master of Science (M.S.) degree with thesis, a minimum of 21 semester hours must be in course work other than xxx:299/6299 Research and xxx:29R/629R Directed Research. The remainder of the 30 semester hours will be xxx:299/6299 thesis research credit. See departmental listings for program descriptions.
2. 200/6000-level credits: A minimum of 9 semester hours of 200/6000-level credit, other than xxx:299/6299 Research and xxx:29R/629R Directed Research, taken at the University of Northern Iowa is required. A minimum of 6 semester hours of xxx:299/6299 and a maximum of 12 semester hours of xxx:29R/629R taken at the University of Northern Iowa can be applied to the requirements for the degree. Following enrollment in all required semester hours of xxx:299/6299, a thesis major can register for 1-12 hours of xxx:29R/629R and apply it to the degree as additional credits required, as long as no more than 6 semester hours are taken per semester. xxx:29R/629R cannot be applied to the required minimum hours for the degree or the required minimum hours of 200/6000-level for the degree program.
3. Complete the course requirements for a specific major and any additional courses designated by the departmental committee.
4. Meet the seven-year recency of credit requirement.
5. Complete a thesis or creative thesis (or thesis abstract if the creative thesis is not in written form) or recital with recital abstract, as required by the student's graduate program, and meet Graduate College submission deadlines.
6. Meet the residence credit requirement.
7. Core requirements.

Master of Arts in Education

Course List

EDPSYCH 6214 (200:214) or SOCFOUND 4234/5234	Foundations of Instructional Psychology Philosophy of Education	3
MEASRES 6205 (250:205)	Educational Research	3

Other Degrees: See degree requirements.

8. Application for graduation

It is the student's responsibility to make a timely application to graduate during the term the final degree requirements are completed. Application for graduation must be completed online through MyUNiverse Student Center. A non-refundable graduation fee is charged each term a student applies to graduate. **To avoid paying a late application fee, an application to graduate must be submitted by November 10 for Fall terms, April 1 for Spring terms, or July 1 for Summer terms.** During the semesters, these dates ensure that students' names can be included in the commencement publication. After the deadline, but before the end of the term, students may still apply for degree conferral that term, but a substantial late application fee will be charged in addition to the normal graduation fee, and their names might not be included in the commencement publication. **Applications submitted after the end of the term will generally not be processed for degree conferral for the term just past.** Exceptions for post-term application will only be considered for unforeseen circumstances arising after the end of the term and require approval by the department and the Graduate College on a MyUNiverse student request. If the department or Graduate College does not approve a post-term applicant, the student will need to apply for graduation the next term and pay the graduation fee, but will not have to pay a graduation fee for the late application.

Graduate Student Eligibility to Participate in Commencement Ceremony

Graduate students may participate in commencement at the end of the Fall or Spring term that their final degree requirements are completed, or the next later term. There is no summer commencement ceremony. Summer degree candidates may participate in Spring or Fall commencement as indicated below.

Although Application for Degree Conferral may be submitted until the end of the term, in order to ensure inclusion in the commencement program and to avoid a late application fee, Applications for Graduation must be submitted by the following deadlines:

- a. Spring graduate degree candidates must submit their application by April 1.
- b. Fall graduate degree candidates must submit their application by November 10.
- c. Summer graduate degree candidates: The application deadline to avoid the late application fee is July 1. For deadlines for commencement participation, see the appropriate paragraph immediately below:

Summer Graduation - Master's and Specialist Degree

Students: Students who will complete their degree requirements in summer, and who apply by April 1 for summer graduation (degree conferral), are eligible to participate in Spring commencement. Students who will complete their degree requirements in summer and who apply after April 1 for summer graduation (degree conferral) are only eligible to participate in Fall commencement.

Summer Graduation - Doctoral Degree Students: Students who complete their degree requirements in summer may apply

Graduate Information, Admission, Academic Regulations, and Degree Requirements

for summer or fall graduation (degree conferral), but they will only be eligible to participate in Fall commencement. Exceptions for summer doctoral candidates to participate in Spring commencement will only be made if the student applied for summer graduation by April 1 and has completed all degree requirements, including defense and final submission of the dissertation to the Graduate College, prior to the last week of classes of the spring term.

It is the student's responsibility to make a timely application to graduate during the term the final degree requirements are completed. Application for graduation must be completed online through MyUNiverse Student Center. Paper applications are no longer accepted. A non-refundable graduation fee is charged each term a student applies to graduate. **To avoid paying a late application fee, an application to graduate must be submitted by November 10 for Fall terms, April 1 for Spring terms, or July 1 for Summer terms.** During the semesters, these dates ensure that students' names can be included in the commencement publication. After the deadline, but before the end of the term, students may still apply for degree conferral that term, but a substantial late application fee will be charged in addition to the normal graduation fee, and their names might not be included in the commencement publication. **Applications submitted after the end of the term will generally not be processed for degree conferral for the term just past.** Exceptions for post-term application will only be considered for unforeseen circumstances arising after the end of the term and require approval by the department and the Graduate College on a MyUNiverse student request. If the department or Graduate College does not approve a post-term applicant, the student will need to apply for graduation the next term and pay the graduation fee, but will not have to pay a graduation fee for the late application.

Non-Thesis Plan

1. The number of hours of graduate credit required varies with the major, but no fewer than **30 semester hours of graduate credit is required for all majors.** For the Master of Accounting (MAcc), the Master of Arts (M.A.) non-thesis plan, the Master of Arts in Education (M.A.E.) non-thesis plan, the Master of Business Administration (M.B.A.), the Master of Music (M.M.) non-thesis/half recital plan, the Master of Public Policy (M.P.P.), the Master of Science (M.S.) non-thesis plan, the Master of Social Work (M.S.W.), and the Professional Science Master's (P.S.M.), a minimum of 27 semester hours must be in course work other than xxx:299/6299 Research and xxx:29R/629R Directed Research. See departmental listings for program descriptions.
2. 200/6000-level credits: A minimum of 12 semester hours of 200/6000-level credit, taken at the University of Northern Iowa is required. No more than 3 semester hours of xxx:299/6299 can be applied to the requirements for the degree. Following enrollment in 3 semester hours of xxx:299/6299, a non-thesis major can register for 1-12 hours of xxx:29R/629R and apply it to the degree as additional credits required, as long as no more than 6 semester hours are taken per semester. xxx:29R/629R cannot be applied to the required minimum hours for the degree or the required minimum hours of 200/6000-level for the degree program.
3. Complete the course requirements for a specific major and any additional courses designated by the departmental committee.
4. Meet the seven-year recency of credit requirement.
5. Complete at least one research paper or project with a substantial written report or internship with a substantial written report, as required by the student's graduate program. This document must be approved by the department and permanently filed with the departmental office.
6. Meet the residence credit requirement.
7. Core Requirements:

Master of Arts in Education

Course List

EDPSYCH 6214 (200:214) or SOCFOUND 4234/5234	Foundations of Instructional Psychology Philosophy of Education	3
MEASRES 6205 (250:205)	Educational Research	3

Other Degrees: See Degree Requirements.

8. Application for graduation

Graduate Student Eligibility to Participate in Commencement Ceremony

Graduate students may participate in commencement at the end of the Fall or Spring term that their final degree requirements are completed, or the next later term. There is no summer commencement ceremony. Summer degree candidates may participate in Spring or Fall commencement as indicated below.

Although Application for Degree Conferral may be submitted until the end of the term, in order to ensure inclusion in the commencement program and to avoid a late application fee, Applications for Graduation must be submitted by the following deadlines:

- a. Spring graduate degree candidates must submit their application by April 1.
- b. Fall graduate degree candidates must submit their application by November 10.
- c. Summer graduate degree candidates: The application deadline to avoid the late application fee is July 1. For deadlines for commencement participation, see the appropriate paragraph immediately below:

Summer Graduation - Master's and Specialist Degree

Students: Students who will complete their degree requirements in summer, and who apply by April 1 for summer graduation (degree conferral), are eligible to participate in Spring commencement. Students who will complete their degree requirements in summer and who apply after April 1 for summer graduation (degree conferral) are only eligible to participate in Fall commencement.

Summer Graduation - Doctoral Degree Students: Students who complete their degree requirements in summer may apply for summer or fall graduation (degree conferral), but they will only be eligible to participate in Fall commencement.

Exceptions for summer doctoral candidates to participate in Spring commencement will only be made if the student applied for summer graduation by April 1 and has completed all degree requirements, including defense and final submission of the dissertation to the Graduate College, prior to the last week of classes of the spring term.

Other Requirements and Criteria for Master's Degree Students

1. Examinations

Master's degree students on either the thesis or non-thesis plan may be required to pass a comprehensive examination.

2. Research credit

Registration for xxxx 6299 Research (where xxxx is the department subject area) will not be accepted until the student has submitted a statement or outline of the proposed research project and has secured the approval of the person directing the research project and the head of the appropriate department. A copy of the completed research report, approved by the director of the research project and the department head, should be filed with the departmental office.

Research carries residence credit and may be pursued either on or off campus. There is no prerequisite, although it is strongly recommended that MEASRES 6205 (250:205) Educational Research or a departmental course in research be completed before registering for Research.

3. Thesis

A thesis is required of all students who choose the thesis option. Because the thesis is considered to serve a functional need, no attempt is made to limit the topics considered acceptable. The thesis is to be prepared and submitted in accordance with the most current edition of the Graduate College *Thesis and Dissertation Manual* at www.grad.uni.edu/thesis-dissertation. This manual should be consulted prior to writing the thesis.

The thesis may take the form of studies, experiments, surveys, compositions, creative work and projects, and may concern itself with such matters as methodology, understanding children, and materials of instruction, or may delve rather deeply into some aspect of a specialized academic field. Whatever the nature of the subject, its development into an acceptable thesis is considered to contribute to the growth of such attributes as maturity of judgment, initiative, writing ability, and organizational ability. The thesis should make a contribution to the world's knowledge. Its preparation should develop in the writer a broader understanding of the world's knowledge and a more genuine appreciation of the research efforts of others.

a. Selection of Thesis Topic

Students following the thesis plan of study are urged to make at least a tentative selection of a topic by the end of their first semester.

b. Thesis Committee

Master's degree students on the thesis option must select a thesis committee in consultation with their academic advisors (usually within the first 9-12 credit hours of course work). They must file a Committee Approval Form (available at www.grad.uni.edu/thesis-dissertation) for Graduate College approval. The committee consists of a faculty chairperson and two additional graduate faculty members. One of the three may be from outside the major department, however a minimum of three must be Regular Graduate Faculty, including the chairperson. The student can add additional persons. The committee assists students to further define course work, supervises thesis research and writing, and eventually accepts or rejects the thesis.

c. Credit hours

The total number of credit hours of research permitted for thesis work will vary with the program. Master's theses (M.A., M.A.E.) include a 6-9 hour research credit requirement. The M.S. thesis option requires a maximum of 9 credit hours of research. However, in all cases, to earn research credit the student registers for the appropriate numbered course (xxx:299/6299), **not more than 6 hours in any semester**. The instructor may assign an *RC* for *Research Continued*, if s(he) feels the work has not reached the stage where it can be evaluated. Registration for the last segment of research credit (for work on the thesis) should be postponed until the thesis is near completion.

The Registrar may authorize the extension of time for the completion of a *Research Continued (RC)* in Research (xxx:299/6299) up to one additional calendar year with consent of instructor. If at the end of that time the work has not been completed, the *RC* will be changed to an *F (Failure)*.

d. Thesis preview

During the semester in which the student intends to graduate, the student must make an appointment with the Graduate College for a thesis preview to have the style and format of the thesis reviewed. All problems may not be detected during the preview; however, the major difficulties will be discussed. Often a brief consultation will uncover format problems that are easily remedied at this stage. Academic departments must identify the students who should be scheduled for preview each semester. The student must have an up-to-date Academic Requirements report and the Thesis Committee approved by the Graduate Dean before a preview meeting will be scheduled. The preview must be **scheduled and completed no later than eight weeks** before the last day of the semester students intend to graduate. See www.grad.uni.edu/important-dates for the preview dates. No thesis will be accepted by the Graduate College for final approval without the completion of this preview.

e. Oral Defense

All students must have a formal oral defense of their thesis before a committee composed of at least three UNI graduate faculty. Completion of the thesis occurs when the student's committee and the Dean of the Graduate College have approved the thesis. The thesis must be presented for approval to the **thesis committee** early enough in the semester to meet the Graduate College deadline for final submission.

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See www.grad.uni.edu/important-dates for the submission deadline.

f. Filing of thesis

Students must present one print copy of the thesis in final form and also submit it electronically to the Graduate College no later than six weeks before graduation. See www.grad.uni.edu/important-dates for the submission deadline for each term. The submitted print copy must be accompanied by a minimum of three (3) copies of the thesis approval page, each with original signatures of the committee members. **Failure to meet this deadline will result in a delay in graduation.** The requirements for the preparation and filing of the thesis are set forth in the *Thesis and Dissertation Manual*. The manual may be obtained from the Graduate College website at www.grad.uni.edu/thesis-dissertation.

Final copies submitted to the Graduate College must be on white, acid free, 24-pound, 25 percent or 100 percent cotton paper. Students may purchase the approved paper at Copyworks or an office supply store. Final copies must be clean and of uniform darkness, with a sharp imprint. Students will also indicate to the Graduate College the name and edition of the style manual used in preparing the thesis. Consult the *Thesis and Dissertation Manual* for the list of approved style manuals.

A fee of \$25 is required for all students submitting a thesis. This covers the Library's costs for binding the print copy and processing the electronic copy of the thesis. The fee will be charged to the student's U-Bill after the final copy of the thesis is submitted to the Graduate College. The printed copy of the thesis will be bound, and both the bound copy and the electronic copy will be retained by UNI's Rod Library.

In addition to the copy required by the Graduate College, the department awarding the degree may require copies. Students should check with their department, as the number varies.

Summary of Hour Requirements and Limits

A summary of the hour requirements and limits for both the thesis and the non-thesis plans is listed below. Some degrees have higher minimum hour requirements. **Additional hours may be required by departments for individuals on specific programs or special objectives.** There are no exceptions to the maximum hour limits.

Thesis

Minimum graduate hours required *	30
Minimum hours of credit at UNI unique to the particular degree (two-thirds of minimum hours for degree)	20
Minimum hours required in courses numbered 200/6000 and above at UNI †	15
Maximum usable hours in transfer, correspondence** and credit applied to other degrees combined ***	10
Maximum usable hours of correspondence** credit (requires Graduate College preapproval)	3
Maximum usable hours of workshop credit	6

Maximum usable hours of opted non-graded credit (requires Graduate College preapproval)	3
Maximum usable hours of credit in C range (C-, C, C+)	6

- * Includes 6 to 9 hours for research (xxx:299/6299), depending on the master's program. Total hours depends on major chosen.
- ** Correspondence courses at UNI are specified as Guided Independent Study.
- *** Up to one-third of the minimum hours required for the particular degree.
- † Includes no more than 6 hours research credit (xxx:299/6299) for thesis. Some departments have a higher minimum.

Non-thesis

Minimum graduate hours required *	30
Minimum hours of credit at UNI unique to the particular degree (two-thirds of minimum hours for degree)	20
Minimum hours required in courses numbered 200/6000 and above at UNI †	12
Maximum usable hours in transfer, correspondence** and credit applied to other degrees combined ***	10
Maximum usable hours of correspondence** credit (requires Graduate College preapproval)	3
Maximum usable hours of workshop credit	6
Maximum usable hours of opted non-graded credit (requires Graduate college preapproval)	3
Maximum usable hours of credit in C range (C-, C, C+)	6

- * Includes at least one culminating paper. Total hours depends on major chosen.
- ** Correspondence courses at UNI are specified as Guided Independent Study.
- *** Up to one-third of the minimum hours required for the particular degree.
- † In some departments they may include no more than 3 hours of Research (xxx:299/6299).

Second Master's Degree

Students may pursue a second master's degree at the University of Northern Iowa upon completion of the first master's degree or may pursue two separate master's degrees concurrently by meeting all requirements for the second degree. **Only 8 semester hours of work may be common to two Master's degrees, whether concurrent or sequential.** All university graduation requirements including completion of 200/6000-level course work, separate master's project/thesis, comprehensives, and all other specific requirements shall be met for the second degree in addition to the first degree.

Interdisciplinary Master's Degree

A student may pursue a master's degree with two majors or two emphasis areas by meeting all the requirements for the second major; 8 semester hours of work from the first major may be used for the second. The requirements for work at the University of Northern Iowa, 200/6000-level work, and all other specific requirements shall be met for the second major, in addition to work completed for the

first major. Common research project/thesis and comprehensives are permissible. For students completing one thesis for two majors, course work common to both majors would include 6 hours of xxx:299/6299 Research and 2 additional hours. This would constitute the 8 semester hours of course work that may be common to both majors.

Master's Degree Concurrent With or After a Doctoral Degree

A maximum of six hours of graduate credit applied to meet the requirements of a doctoral degree may be applied to both the doctoral degree and an additional graduate degree beyond the first Master's degree. No course may apply to both the first Master's degree and a doctoral degree.

Master of Accounting Degree

Students interested in the Master of Accounting (MAcc) degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the Department of Accounting for any other application requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission.

Students who plan to receive the degree Master of Accounting (MAcc) must meet the common regulations and requirements for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements.

Refer to Department of Accounting in this University Catalog for program requirements.

Master of Arts Degree

Students interested in the Master of Arts degree program must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the appropriate department for any other application requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission.

The Master of Arts degree encompasses various types of programs. Some programs lead to licensing as a professional, while many are focused on research and/or preparation for doctoral programs. Several programs develop the content knowledge of practicing teachers; some prepare students for other career areas. The common thread in all Master of Arts programs is the focus on building the student's expertise in the subject and development of the student as a professional in the broadest sense of the word.

Students who plan to receive the degree Master of Arts (M.A.) must meet the common regulations and requirements for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements. See individual department sections as noted below for specific major requirements. In most majors both the thesis and the non-thesis plans are available.

A number of curricula lead to the degree of Master of Arts. The following majors are offered:

- Art Education (Department of Art)

- Communication Studies (Department of Communication Studies)
- Counseling (School of Applied Human Sciences)
- English (Department of Languages and Literatures)
- Geography (Department of Geography)
- Health Education (School of Health, Physical Education and Leisure Services)
- History (Department of History)
- Instructional Technology (Department of Curriculum and Instruction)
- Leisure Youth and Human Services (School of Health, Physical Education and Leisure Services)
- Mathematics (Department of Mathematics)
- Mathematics for the Middle Grades (4-8) (Department of Mathematics)
- Music (School of Music)
- Philanthropy and Nonprofit Development (Interdisciplinary)
- Physical Education (School of Health, Physical Education and Leisure Services)
- Postsecondary Education: Student Affairs (Department of Educational Leadership and Postsecondary Education)
- Psychology (Department of Psychology)
- School Library Studies (Department of Curriculum and Instruction)
- Science Education (Science Education)
- Social Science (Social Science)
- Spanish (Department of Languages and Literatures)
- Speech-Language Pathology (Department of Communication Sciences and Disorders)
- Teaching English in Secondary Schools (Department of Languages and Literatures)
- Teaching English to Speakers of Other Languages (TESOL) (Department of Languages and Literatures)
- TESOL/Modern Languages (Department of Languages and Literatures)
- Women's and Gender Studies (Interdisciplinary)

Master of Arts in Education Degree

Students interested in the Master of Arts in Education degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the appropriate department for any other application requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission.

Graduate Information, Admission, Academic Regulations, and Degree Requirements

This degree is designed for students whose work is primarily in professional education. Both the thesis and non-thesis plans are available.

Many programs at this level carry with them the requirements for teacher licensure. In some cases, students may be building up competency in a field in which they have had little or no preparation at the bachelor's level. For these reasons some of the programs must carry with them a substantial number of specific requirements. Whenever possible, however, an effort is made to keep the specific course requirements for each major at a minimum, so students, with the help of their advisor and the departmental committee, may plan the graduate program which will best meet the students' individual needs.

Students who plan to receive the degree Master of Arts in Education (M.A.E.) must meet the common regulations and requirements for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements. See individual department sections as noted below or contact the head of the department offering the major for specific major requirements.

The following majors are offered:

Department of Curriculum and Instruction

- Early Childhood Education
- Elementary Education
- Literacy Education

Department of Educational Leadership and Postsecondary Education

- Principalship

Department of Educational Psychology and Foundations

- Educational Psychology: Context and Techniques of Assessment
- Educational Psychology: Professional Development for Teachers

Department of Special Education

- Special Education
- Teacher of Students with Visual Impairments

Master of Business Administration Degree

Students interested in the Master of Business Administration degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNIverse Student Center To-Do list or contact the College of Business Administration for any other application requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission.

Graduate study in business at UNI provides a broad-based, integrated program which emphasizes the functional areas of business in order to provide the graduate with a balance between theoretical knowledge and practical business operations. The M.B.A. curriculum is designed to meet the needs of students with undergraduate backgrounds in the liberal arts, sciences, and engineering, as well as those with degrees in

business. The M.B.A. program is accredited by AACSB International, the primary accrediting organization for management education.

The plan of study prescribed for the degree is structured to develop graduates who will have acquired:

1. an understanding of the theoretical and practical aspects of the process of policy formulation and implementation;
2. a comprehension of environmental factors-economic, legal, social, and political-which affect the individual in the performance of managerial responsibilities;
3. an understanding of analytical techniques and the use of quantitative data in the administration of business controls;
4. the ability to communicate ideas effectively in oral and written form; and
5. a basic knowledge of selected functional areas of business administration.

Admission to the Master of Business Administration program is dependent upon the quality of the applicant's undergraduate record, the score on the Graduate Management Admission Test (GMAT), and writing skills demonstrated on the addendum to the application. The GMAT must be taken prior to acceptance into the program.

Students who plan to receive the degree Master of Business Administration (M.B.A.) must meet the common regulations and requirements for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements.

Refer to Master of Business Administration in this University Catalog for program requirements - to view on website go to www.uni.edu/catalog/collegeofbusinessadministration; to view PDF version go to "Interdisciplinary" section of the catalog.

Master of Music Degree

Students interested in the Master of Music degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNIverse Student Center To-Do list or contact the School of Music for any other application requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission.

Students wishing to take a course for graduate credit in the School of Music or wishing to pursue a degree program in this department must consult with the Associate Director for Graduate Studies in Music prior to registration for the course. Detailed information concerning requirements and procedures will be provided, and specific evidence of previous accomplishments will be reviewed.

The Master of Music degree is a professional degree designed to prepare the graduate for:

1. enhanced opportunity in public and private school music teaching,
2. a college teaching career,
3. a performance career as a professional musician or composer, or
4. further graduate work at the doctoral level.

The following majors are offered:

- Composition
- Conducting
- Jazz Pedagogy
- Music Education
- Music History
- Performance
- Piano Performance and Pedagogy

Applicants for a graduate degree program in the School of Music should possess the baccalaureate degree in music or a demonstrated equivalent. Students should have attained a high degree of proficiency in one or more of the following areas:

- performance
- theory-composition
- conducting
- music education
- music history

Students who plan to receive the degree Master of Music (M.M.) must meet the common regulations and requirements for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements.

Refer to School of Music in this University Catalog for specific admission and major program requirements (website www.uni.edu/catalog/collegeofhumanitiesartsandsciences/schoolofmusic)

Master of Public Policy

Students interested in the Master of Public Policy degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the Department of Political Science for other application requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission.

The Master of Public Policy is a professional interdisciplinary degree program providing specialized and advanced training for students wishing to assume roles as policy analysts, principally in the governmental and nonprofit sectors of society.

Core courses in the program provide thorough coverage of the contributions of political science and other disciplines to the analysis of public policy. The core also includes methods courses that provide training in the rigorous methods of policy analysis and evaluation required of professionals in the field. Topical courses allow students to develop an understanding of substantive areas of policy analysis. Research requirements allow students to apply theory and methods to actual policy problems.

Students who plan to receive the degree Master of Public Policy (M.P.P.) must meet the common regulations and requirements

for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements.

Refer to Department of Political Science in this University Catalog for program requirements.

Master of Science Degree

Students interested in the Master of Science degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the appropriate department for any other application requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission.

Students who plan to receive the degree Master of Science (M.S.) must meet the common regulations and requirements for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements.

See individual department sections as noted below for specific major program requirements.

The following majors are offered:

- Athletic Training (School of Health, Physical Education, and Leisure Services)
- Biology (Department of Biology)
- Technology (Department of Technology)

Master of Social Work Degree

Students interested in the program must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the Department of Social Work for any other application requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission.

The Master of Social Work program is accredited by the Council on Social Work Education.

The mission of the University of Northern Iowa's Master of Social Work degree program is to prepare students for trauma informed practice or social administration. There is commitment to serve the community and to contribute new knowledge to the field. Students and faculty are also committed to creating environments that enhance optimal human potential and growth. Theoretical underpinnings and learning environment are based on systems and strengths perspectives. Advocacy and promotion of cultural sensitivity, human rights, and social and economic justice are central to the program.

Students who plan to receive the degree Master of Social Work (M.S.W.) must meet the common regulations and requirements for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements. .

Refer to Master of Social Work in this University Catalog for major program requirements.

Professional Science Master's Degree

Students interested in the Professional Science Master's degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the appropriate department for any other application requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission.

The Professional Science Master's degree combines scientific or technical training with abbreviated business training and interdisciplinary cohort-building experiences.

Students who plan to receive the Professional Science Master's degree (P.S.M.) must meet the common regulations and requirements for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements.

See individual department sections as noted below for specific major program requirements.

The following majors are offered:

- Biotechnology (Department of Biology)
- Ecosystem Management (Department of Biology)
- Industrial Mathematics (Department of Mathematics)

Specialist in Education Degree

Students interested in the Specialist in Education degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the Department of Educational Psychology and Foundations for any other application requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission.

The following major is offered in the Department of Educational Psychology and Foundations:

- School Psychology

Refer to Department of Educational Psychology and Foundations in this University Catalog for program requirements.

Graduation Requirements

1. Students shall complete the general requirements for the Specialist in Education degree and shall meet the requirements as specified by the departmental committee using a combination of graduate courses taken for the master's degree and beyond.

2. **Hours of credit**

A student must earn a minimum of 36 semester hours of graduate credit beyond the master's degree. Credit earned in excess of that required for the master's degree may be applied toward the 36-hour requirement if that credit is earned during the final semester. Certain limitations on the amount and kinds of credit must be observed. See also the Common Regulations and Requirements for All Graduate Programs:

- a. **200/6000-level credit**

A student must earn at least 15 semester hours of credit in courses numbered 200/6000 or above.

- b. **Research credit**

For the thesis option, not more than 6 hours of research credit (xxx:299/6299) can be included in the 36 (or more) hours of post-master's credit. For the non-thesis option, not more than 3 hours of research credit (xxx:299/6299) can be included in the 36 (or more) hours of post-master's credit.

- c. **Time Limitation (Recency of credit)**

See the Common Regulations and Requirements for All Graduate Programs.

- d. **Transfer credit**

In addition to the transfer credit permitted on the master's degree (see the Common Regulations and Requirements for All Graduate Programs), 8 semester hours of transfer credit for *post-master's* work may be applied toward the degree of Specialist in Education.

- e. **Correspondence credit(specified as Guided Independent Study at UNI)**

See the Common Regulations and Requirements for All Graduate Programs.

- f. **Workshop credit**

See the Common Regulations and Requirements for All Graduate Programs.

3. **Scholarship**

A cumulative grade index of 3.00 (B average) must be earned as graduate students in all courses on the advisement report. No credit toward graduation is allowed for a course in which a grade below C- is earned. See also the Common Regulations and Requirements for All Graduate Programs.

4. **Residence requirement**

See the Common Regulations and Requirements for All Graduate Programs.

5. **Examinations**

Students must pass a comprehensive written and oral examination.

6. **Thesis**

Students who did not complete a thesis for the master's degree may complete one for the specialist's degree. If the thesis plan is chosen, the thesis is to be prepared and submitted in accordance with the most current edition of the Graduate College *Thesis and Dissertation Manual* at www.grad.uni.edu/thesis-dissertation. This manual should be consulted prior to writing the thesis. The thesis must have the approval of the thesis committee and the Dean of the Graduate College.

- a. **Thesis Committee**

The Dean of the Graduate College approves the appointment of three members of the Graduate Faculty as an advisory committee to guide the student in selecting and completing an appropriate thesis project. Students must file a Committee Approval Form (www.grad.uni.edu/thesis-dissertation) for Graduate College approval.

b. Credit hours

The work on a thesis will involve 6 hours of research credit (xxx:299/6299). To earn this credit, a student registers for *Research* and usually not in one block. The instructor may assign a grade for a semester's registration in Research based upon the progress made, or may assign a *Research Continued (RC)* if the instructor feels the work has not reached the place where it can be evaluated. Registration for the last segment of research credit (for work on the thesis) should not be made until the thesis is near completion. The Registrar may authorize an extension of time for the completion of *Research Continued (RC)* in research up to one additional calendar year with the consent of the instructor. If at the end of that time the work has not been completed, the grade of *RC* will be changed to an *F (Failure)*.

c. Thesis preview

During the semester in which the student intends to graduate, the student must make an appointment with the Graduate College for a thesis preview to have the style and format of the thesis reviewed. All problems may not be detected during the preview; however, the major difficulties will be discussed. Often a brief consultation will uncover format problems that are easily remedied at this stage. Academic departments must identify the students who should be scheduled for preview each semester. The student must have an up-to-date advisement report and the Thesis Committee approved by the Graduate Dean before a preview meeting will be scheduled. The preview must be **scheduled and completed no later than eight weeks** before the last day of the semester students intend to graduate. See www.grad.uni.edu/important-dates for the preview dates. No thesis will be accepted by the Graduate College for final approval without the completion of this preview.

d. Oral Defense

Students must have a formal defense of their thesis, before a committee composed of at least three UNI graduate faculty, as part of their comprehensive oral examination (see section 5, Examinations above). Completion of the thesis occurs when the thesis has been approved by the thesis committee and the Dean of the Graduate College. The thesis must be presented for approval to the thesis committee early enough in the semester to meet the Graduate College deadline for final submission. See www.grad.uni.edu/important-dates for the submission deadline.

e. Filing of Thesis

Students must present one print copy of the thesis in final form and also submit it electronically to the Graduate College no later than six weeks before graduation. See www.grad.uni.edu/important-dates for the deadline for each term. The submitted print copy must be accompanied

by a minimum of three copies of the thesis approval page, each with original signatures of the committee members. Failure to meet this deadline will result in a delay in graduation. The requirements for the preparation and filing of the thesis are set forth in the *Thesis and Dissertation Manual* at www.grad.uni.edu/thesis-dissertation.

Final copies submitted to the Graduate College must be on white, acid free, 24-pound, 25 percent or 100 percent cotton paper. Students may purchase the approved paper at Copyworks or an office supply store. Final copies must be clean and of uniform darkness, with a sharp imprint. Students will also indicate to the Graduate College the name and edition of the style manual used in preparing the thesis. Consult the *Thesis and Dissertation Manual* at www.grad.uni.edu/thesis-dissertation for the list of approved style manuals.

A fee of \$25 is required for all students submitting a thesis. This covers the Library's costs for binding the print copy and processing the electronic copy of the thesis. The fee will be charged to the student's U-BILL after the final copy of the thesis is submitted to the Graduate College. The printed copy of the thesis will be bound, and both the bound copy and the electronic copy will be retained by UNI's Rod Library.

In addition to the copy required by the Graduate College, the department may require copies. Students should check with the department regarding the number of additional copies required.

7. Licensure

In some cases, appropriate teaching endorsement will be recommended for those who meet the standards set by the university in conjunction with the appropriate licensure agency. Receipt of the degree is not a necessary prerequisite to recommendation for the appropriate endorsement(s) unless state standards require such. **A Plan grade point average of 3.00 or better will be required prior to recommendation for endorsement(s).**

8. Exit Requirement

Before graduating with the Specialist in Education degree, the student must take the Praxis II test in School Psychology (number 0400) and submit a copy of the complete Examinee Score Report to the program coordinator.

9. Application for Graduation

It is the student's responsibility to make a timely application to graduate during the term the final degree requirements are completed. Application for graduation must be completed online through MyUNIverse Student Center. A non-refundable graduation fee is charged each term a student applies to graduate. **To avoid paying a late application fee, an application to graduate must be submitted by November 10 for Fall terms, April 1 for Spring terms, or July 1 for Summer terms.** During the semesters, these dates ensure that students' names can be included in the commencement publication. After the deadline, but before the end of the term, students may still apply for degree conferral that term, but a substantial late application fee will be charged in addition to the normal graduation fee, and their names might not be included in the commencement publication. **Applications submitted after the end of the term will generally**

not be processed for degree conferral for the term just past.

Exceptions for post-term application will only be considered for unforeseen circumstances arising after the end of the term and require approval by the department and the Graduate College on a MyUNiverse student request. If the department or Graduate College does not approve a post-term applicant, the student will need to apply for graduation the next term and pay the graduation fee, but will not have to pay a graduation fee for the late application.

Graduate Student Eligibility to Participate in Commencement Ceremony

Graduate students may participate in commencement at the end of the Fall or Spring term that their final degree requirements are completed, or the next later term. There is no summer commencement ceremony. Summer degree candidates may participate in Spring or Fall commencement as indicated below.

Although Application for Degree Conferral may be submitted until the end of the term, in order to ensure inclusion in the commencement program and to avoid a late application fee, Applications for Graduation must be submitted by the following deadlines:

- a. Spring graduate degree candidates must submit their application by April 1.
- b. Fall graduate degree candidates must submit their application by November 10.
- c. Summer graduate degree candidates: The application deadline to avoid the late application fee is July 1. For deadlines for commencement participation, see the appropriate paragraph immediately below:

Summer Graduation - Master's and Specialist Degree

Students: Students who will complete their degree requirements in summer, and who apply by April 1 for summer graduation (degree conferral), are eligible to participate in Spring commencement. Students who will complete their degree requirements in summer and who apply after April 1 for summer graduation (degree conferral) are only eligible to participate in Fall commencement.

Summer Graduation - Doctoral Degree Students: Students who complete their degree requirements in summer may apply for summer or fall graduation (degree conferral), but they will only be eligible to participate in Fall commencement. Exceptions for summer doctoral candidates to participate in Spring commencement will only be made if the student applied for summer graduation by April 1 and has completed all degree requirements, including defense and final submission of the dissertation to the Graduate College, prior to the last week of classes of the spring term.

Doctor of Education Degree

(See website www.uni.edu/catalog/collegeofeducation - for PDF version see listing for "College of Education" under the "Interdisciplinary" section of this university catalog.)

Students interested in the Doctor of Education (Ed.D.) degree must submit a completed Application for Admission to Graduate Study and

should refer to their MyUNiverse Student Center To-Do list or contact the appropriate Intensive Study Area (ISA) for any other application requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission. The Graduate Record Examination (GRE) is required for admission to the program.

This program is intended to provide practicing educators, in formal and nonformal settings, the opportunity to continue their study and earn the terminal professional degree in their field. The Ed.D. degree requires a **minimum of 60 semester hours of credit beyond the master's degree**. There are three components to the program:

Professional Common Core (work in educational foundations, fundamentals, and research)	27
Advanced Professional Study (in one of three areas of intensive study)	27
Dissertation	6
Total Hours	60

By design, *all* students are required to study in basic areas that undergird and define educational practice and develop skills of problem definition, data collection and analysis, and interpretation. The three areas of intensive study provide for a specialized focus on practice. The three intensive study areas (ISAs) are:

- *Allied Health, Recreation, and Community Services*
- *Curriculum and Instruction*
- *Educational Leadership*

Note: Students interested in special education within the Curriculum and Instruction ISA or the Educational Leadership ISA should consult the respective ISA descriptions for further information.

In some areas, it is possible to combine doctoral degree study with work toward an endorsement to perform a particular role in K-12 education.

Brief definitions of the three ISAs follows:

Allied Health, Recreation, and Community Services

This area of intensive study is designed to provide students with advanced planning, management, supervision and evaluation of programs in the community and its institutions. The combined areas of allied health, recreation and community services are diverse professional areas knitted together by a unified commitment to enhancing, enriching and sustaining individual well-being and quality of life. Each of these areas contributes unique and different professional perspectives, yet, at the same time, focuses on the individual and collective well-being of people, communities and society as a whole. Graduates are prepared for careers as applied scholars, evaluators, athletic administration, administrators of community nonprofit organizations, youth serving agencies, public parks and recreation agencies, foundations, and government agencies. The program of study will be based upon students' needs, interests, and upon approval by an academic advisor and program of study committee. (For more information, contact the Chair of the Leisure, Youth and Human Services Division, the Health Promotion and Education Division, or the Athletic Training Division in the School of Health, Physical Education, and Leisure Services.)

Curriculum and Instruction

This area of intensive study is designed to prepare scholar practitioners to plan, implement, evaluate, and supervise educational programs for children, from infancy through adolescence, and adult learners, inclusive of a wide variety of diversity. Faculty in this intensive study area come from many departments and disciplines including, but not limited to, prekindergarten through tertiary curriculum and pedagogy; foundations of education in psychology, philosophy, social sciences; disability studies, gifted and talented, and multicultural education; literacy education; instructional technology, school library studies; and P-12 content areas such as mathematics, physical education, science, social studies, and language arts. Students interested in becoming special education scholar-practitioners to plan, implement, evaluate, and supervise educational programs for children and adult learners with an emphasis on inclusion and diversity will apply for admission through the Curriculum and Instruction Intensive Study Area. For more information see www.uni.edu/coe/departments/curriculum-instruction/graduate-study/doctoral-study.

Educational Leadership

This area of intensive study in education administration prepares personnel for leadership positions in PK-12 schools, post-secondary institutions, and other educational services or settings. Typical positions held by educators with the terminal degree focused on educational leadership include: principals, superintendents, school district central office administrators, professors of educational leadership, special education directors at the Area Education Agency level or Department of Education administrators and consultants. Students interested in special education administration will apply for admission through Educational Leadership and Postsecondary Education. (For more information, contact the Head, Department of Educational Leadership and Postsecondary Education, or please see the catalog at www.uni.edu/catalog.uni.edu/collegeofeducation/educationalleadershipandpostsecondaryeducation or visit the Department of Educational Leadership and Postsecondary Education website at www.uni.edu/coe/departments/educational-leadership-postsecondary-education).

Admission to Doctoral Study

Initial Admission

Formal application to doctoral study should be made to the appropriate intensive study area office, where descriptive materials and application packets may be obtained. Application for graduate admission can be found at www.grad.uni.edu/admission.

Admission to the program will be granted to those applicants who provide evidence of prior academic success; successful and appropriate professional experience; effective oral, written, and interpersonal communication skills; and professional and academic goals that may be effectively served by the degree program offered. Additional criteria may be established by an area of intensive study since some previous specialization work is presumed.

1. The applicant must hold a master's degree from a regionally accredited institution of higher education.
2. Each applicant must submit transcripts of all previous academic work. Applicants with a grade point average of less than 3.50 for **all** prior graduate work will not usually be considered for unconditional admission.

3. The Graduate Record Examination (GRE) is required for admission. Students applying for admission to the Ed.D. degree program must have their verbal, analytical writing, and quantitative scores on the Graduate Record Examination forwarded directly to the Office of Admissions in order to be considered for degree status admission.
4. The applicant must have a minimum of three years of professional educational experience.
5. Three letters of recommendation must be submitted from individuals familiar with the applicant's potential for advanced professional study, at least one from a professor familiar with the applicant as a student and at least one from an educational employer/supervisor.
6. Scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) are required from applicants whose first language is not English. The minimum required scores for unconditional admission are 550 (paper) / 79-80 (Internet) on the TOEFL or 6.5 on the IELTS. The requirement to submit these scores may be waived only by the Graduate College through a direct request from a graduate program (not from a prospective student). A typical circumstance in which a waiver may be granted is that the student has completed a bachelor's or graduate degree at an accredited English-speaking institution.
7. Some intensive study areas require a written statement from each applicant as part of the total application packet. The written statement should articulate the applicant's professional background, reasons for seeking the doctoral degree and a statement of career goals. A sample of professional writing that will be formally assessed may also be required. The professional writing sample may consist of a master's research paper or thesis, published article, a paper prepared for presentation at a professional conference, or similar document. Contact the appropriate Intensive Study Area for complete application requirements.

Provisional degree status may be recommended for an applicant who does not meet all of the requirements or for whom it is felt that further graduate course work or professional experience would be useful in making the admission decision. Provisional degree status will not be considered for applicants whose admission files are incomplete. An individual admitted to provisional degree status must be formally reconsidered for unconditional admission, and course work completed during that time must be subsequently approved by an appropriate faculty committee before it may be applied to a degree.

Soon after admission, an advisor will be appointed for each student. In most instances, the advisor will be from the student's area of intensive study. The student should meet with the advisor to discuss the coursework to be submitted for approval for application to their 27-hour intensive study area.

General Regulations

See also the Common Regulations and Requirements for All Graduate Programs.

1. **Maximum academic load**

Graduate Information, Admission, Academic Regulations, and Degree Requirements

See the Common Regulations and Requirements for all Graduate Programs.

2. Credit from Other Institutions

All transfer credit, including work taken prior to formal admission, is subject to review by the Office of Admissions, Dean of the Graduate College or designee, Dean or Associate Dean of the College of Education, and the College Committee for Doctoral Study. The student's doctoral advisor and program coordinator will make recommendations regarding the applicability of transfer credit. Hours that have been applied to the first master's degree cannot be transferred.

Credit from other Institutions: If applicants wish to have graduate level **transfer courses** considered for their graduate degree at UNI, official transcripts must be submitted to the UNI Office of Admissions at the time of admission to graduate study. A Graduate Credit Transfer Evaluation form is also required for each course the student wishes to submit for transfer - this form can be found at access.uni.edu/forms/index.shtml#G. Courses will not be evaluated for transfer credit eligibility until the student is in attendance at UNI. See www.grad.uni.edu/admission/application-process for further information.

A maximum of 6 credits can be applied to both a doctoral degree and a second or third Master's degree or a Specialist degree.

A student must complete at least 45 hours of credit, including the Professional Common Core, with members of the UNI Graduate Faculty.

6 hours of INTDEPED 7399 (190:399) (p. 87) is required for the degree. No more than 6 hours of research INTDEPED 7399 (190:399) may be taken. Departmental 7399 courses will not be used to add additional research hours to the degree and should not be taken. Master's-level Research courses xxx:299/6299 cannot be applied to a doctoral degree. Directed Research xxx:29R/629R may be taken after all hours of INTDEPED 7399 (190:399) have been registered for, but for no more than 12 hours total and for no more than 6 hours in a given term. xxx:29R/629R cannot be applied to the required minimum hours for the degree or the required minimum hours of 200/6000-level or 300/7000-level for the degree.

c. Time Limitation (Recency of credit)

Courses taken more than ten (10) years prior to the granting of the degree cannot be used to meet degree requirements. See the Common Regulations and Requirements for All Graduate Programs for information on extensions for military active duty or FMLA-type circumstances.

d. Correspondence Credit (specified as Guided Independent Study at UNI)

See the Common Regulations and Requirements for All Graduate Programs.

e. Workshop credit

See the Common Regulations and Requirements for All Graduate Programs.

Graduation Requirements

1. Scholarship

A cumulative grade point average of 3.00 or above (on a 4.00 scale) must be maintained for all course work taken toward the Doctor of Education degree at the University of Northern Iowa. No more than 6 semester hours of C credit (C-, C, C+) may be applied toward credit for graduation. A course with a grade lower than C- cannot be used to fulfill degree requirements. See also the Common Regulations and Requirements for All Graduate Programs.

2. Hours of Credit

A minimum of 60 semester hours of credit beyond the master's degree is required. Students must complete the 27-credit Professional Common Core, the 27-credit Advanced Professional Study in one of three intensive study areas, and 6 credits of Dissertation Research.

a. Level of courses

Credit earned as part of the candidate's degree will be earned in courses which are at the graduate level (100g/5000-level, 200/6000-level, or 300/7000-level). A minimum of 45 hours of course work at the 200/6000-level or 300/7000-level must be completed. No more than 15 hours of credit at the 100g/5000-level may apply toward the minimum hours.

b. Research credit

3. Residence requirement

A student must complete 45 hours of credit, including the Professional Common Core, with members of the UNI Graduate Faculty.

4. Assessments

The following examinations are required of all students enrolled in the Doctor of Education program:

a. Doctoral comprehensive requirement

The candidate requests permission to complete the comprehensive requirement (i.e., comprehensive examination or alternative comprehensive) through an Intensive Study Area office. Normally, such a request is made during the term prior to the administration of the comprehensive requirement. The doctoral comprehensive requirement is governed by the following conditions:

- i The candidate will have completed a minimum of 80 percent of program of study for a comprehensive examination or 40 percent of a program of study for the alternative comprehensive.
- ii The candidate will have satisfied the research proficiency requirement.
- iii The requirement is prepared within the guidelines established by the ISA.

iv A candidate may be permitted to take the doctoral comprehensive examination a second time.

Note: Upon successful completion of the Doctoral Comprehensive Examination, the degree candidate achieves the status of active candidate.

Post-comprehensive registration

Doctoral students who have completed all of their program but the dissertation, and who have passed their comprehensive examination, must be continuously registered until the degree is completed. Students reaching this stage will be automatically registered and assessed a fee for INTDEPED 7300, the post-comprehensive registration number. Students who have completed their coursework, but have not yet passed the comprehensive examination, will be automatically registered and assessed a fee for INTDEPED:629C Continuous Registration until they have met the enrollment criteria for INTDEPED 7300.

b. Doctoral dissertation examination

Upon completion of her/his doctoral dissertation, the active candidate will request and submit to a public examination over the content, methodology, and results of the dissertation research. An announcement of this examination (defense) should be disseminated by the COE Dean's Office no less than 2 weeks prior to the defense date.

5. Dissertation

A dissertation is required of all candidates for the Doctor of Education degree. Students are encouraged to select the topic of their dissertation early in the program. The dissertation is to be prepared and submitted in accordance with the most current edition of the Graduate College *Thesis and Dissertation Manual* at www.grad.uni.edu/thesis-dissertation. This manual should be consulted prior to writing the dissertation.

a. Dissertation Committee

The dissertation committee will consist of a minimum of four members of the UNI graduate faculty. One of the four members must be from outside the student's department(s). Departments are identified on the student's Dissertation Committee Appointment Form.

An expansion of the committee may occur if a non-faculty member or an external faculty member from a university other than UNI agrees to serve due to expertise or as a representative of an area of knowledge. Approval shall comprise a written petition submitted in the normal procedure. Non-faculty personnel will participate in all committee responsibilities except for signature decisions.

b. Credit hours

The dissertation will involve 6 hours of credit. The instructor may assign an RC for Research Continued, if s(he) feels the work has not reached the stage where it can be evaluated. Registration for the last segment of research credit should be postponed until the dissertation is near completion. The Registrar may authorize the extension of time for the

completion of a Research Continued (RC) in Research INTDEPED 7399 (190:399) up to one additional calendar year with consent of instructor. If at the end of that time the work has not yet been completed, the RC will be changed to an F (Failure).

c. Doctoral dissertation proposal

The student, in conjunction with her/his advisor, should make arrangements to present the dissertation proposal to the doctoral committee as a group. Formal work on the dissertation may not proceed without approval from this committee. An announcement of proposed defense should be disseminated by the COE Dean's Office no less than two weeks prior to defense date.

d. Dissertation Preview

During the semester in which the student intends to graduate, the student must make an appointment with the Graduate College for a dissertation preview to have the style and format of the dissertation reviewed. All problems may not be detected during the preview; however, the major difficulties will be discussed. Often a brief consultation will uncover format problems that are easily remedied at this stage. Intensive Study Area Coordinators must identify the students who should be scheduled for preview each semester. The student must have an up-to-date advisement report and the Dissertation Committee approved by the Graduate Dean before a preview meeting will be scheduled. The preview must be **scheduled and completed no later than eight weeks** before the last day of the semester students intend to graduate. See www.grad.uni.edu/important-dates for preview dates. No dissertation will be accepted by the Graduate College for final approval without the completion of this preview.

e. Oral Defense

See 4.2 above (Examinations). Completion of the dissertation occurs when the student's committee and the Dean of the Graduate College have approved the dissertation. The dissertation must be in final copy form before doctoral committee members may affix their signatures for approval. The dissertation must be presented for approval to the dissertation committee three weeks prior to the Graduate College deadline for final submission. See www.grad.uni.edu/important-dates for the final submission deadline. An announcement of the defense should be disseminated by the COE Dean's Office no less than 2 weeks prior to the defense date.

f. Filing of Dissertation

See www.grad.uni.edu/important-dates for the final submission deadline each term. In addition to the printed copy of the thesis or dissertation, the manuscript must be submitted by the student to the Graduate College electronically. It should be formatted in Microsoft Word as a single document (do **not** convert it to a pdf). Using your UNI email account, attach the Word document to an email and send to the Graduate College Thesis Reviewer, janet.witt@uni.edu. After final approval, both the printed copy and the electronic copy will be retained by the UNI Rod Library. Check the Thesis & Dissertation

Graduate Information, Admission, Academic Regulations, and Degree Requirements

Manual for information about copyrighting the dissertation. A complete submission includes:

- i Electronic dissertation, produced in one Microsoft Word document; emailed as an attachment from the student's UNI email account to the Thesis Reviewer, janet.witt@uni.edu.
- ii One printed copy of the dissertation and abstract on approved thesis paper. After receiving final approval, this copy will be bound and maintained by Rod Library at the University of Northern Iowa.
- iii *Minimum* of three copies of dissertation abstract title page on approved thesis paper, each one originally signed by the chair, and co-chair if applicable, after the student's successful defense. The Graduate Dean will sign these pages after the dissertation receives final approval of the Graduate College. The Graduate College keeps one copy to be bound into the dissertation, sends one to the student's ISA office, and returns the extra one to the student for personal use. If the student wants more than one personal copy, extras may be submitted, and all extras will be returned to the student after final approval.
- iv *Minimum* of three copies of the dissertation title page on approved thesis paper with original signatures of all committee members. The student should prepare and obtain signatures on the same number of dissertation title pages and abstract title pages. The Graduate College keeps one copy to be bound into the dissertation, sends one to the student's ISA office, and returns all extras to the student for personal use.
- v Three blank sheets of approved thesis paper (required for binding)
- vi Graduate College dissertation submission form (available at www.grad.uni.edu/thesis-dissertation/thesis-forms). This is a "fillable" form; it should be opened in Adobe Acrobat and filled out on the computer, and then printed on plain paper.
- vii Dissertation approval form. Please use the most recent version of the form, available at www.grad.uni.edu/thesis-dissertation/thesis-forms. This form should also be opened in Adobe Acrobat and filled out on the computer, and printed on plain white paper.
NOTE: Illegible handwritten forms will not be accepted.
Following the successful defense, obtain all required signatures except the Graduate Dean's before submitting to the Graduate college (the Graduate College Dean will sign when final approval is given by Graduate College).
- viii Actual dissertation draft read at time of preview (not required if preview was done by email).
- ix Self-addressed label (provided at time of preview) for return of extra approval pages to student.
If preview was completed by email, be sure to specify mailing address for the return of signed approval pages in lieu of a mailing label.

- x Doctoral students graduating from the College of Education at the University of Northern Iowa must complete a Survey of Earned Doctorates form. The form should be submitted online at <https://sed.norc.org/doctorate/>.
- xi After the dissertation has received final approval by the Graduate College, a link to the Agreement and Permission to Preserve Thesis/Dissertation form will be emailed to the student at their UNI email address. This Agreement form must be submitted electronically. This completes the process for the student, and the Graduate College will submit the thesis electronically to the Library and the printed copy will be bound. The student's ISA and the Registrar's Office will be notified of final approval after this form is submitted.
- xii For further dissertation information, see the Graduate College's *Thesis and Dissertation Manual* at www.grad.uni.edu/thesis-dissertation.

g. Dissertation Fees

A fee of **\$25.00** is required for all students submitting a thesis or dissertation. This covers the Library's costs for binding the print copy and processing the electronic copy of the thesis/dissertation. **The fee will be charged to the student's U-Bill after the final copy of the thesis/dissertation is submitted to the Graduate College.** The printed copy of the dissertation will be bound, and both the bound copy and the electronic copy will be retained by UNI's Rod Library. Check with your ISA's graduate secretary regarding the requirements and costs for printing and binding ISA copies.

6. Application for Graduation

It is the student's responsibility to make a timely application to graduate during the term the final degree requirements are completed.

Application for graduation must be completed online through MyUNiverse Student Center. A non-refundable graduation fee is charged each term a student applies to graduate. **To avoid paying a late application fee, an application to graduate must be submitted by November 10 for Fall terms, April 1 for Spring terms, or July 1 for Summer terms.** During the semesters, these dates ensure that students' names can be included in the commencement publication. After the deadline, but before the end of the term, students may still apply for degree conferral that term, but a substantial late application fee will be charged in addition to the normal graduation fee, and their names might not be included in the commencement publication. **Applications submitted after the end of the term will generally not be processed for degree conferral for the term just past.** Exceptions for post-term application will only be considered for unforeseen circumstances arising after the end of the term and require approval by the department and the Graduate College on a MyUNiverse student request. If the department or Graduate College does not approve a post-term applicant, the student will need to apply for graduation the next term and pay the graduation fee, but will not have to pay a graduation fee for the late application. includes:
Graduate Student Eligibility to Participate in Commencement Ceremony

Graduate students may participate in commencement at the end of the Fall or Spring term that their final degree requirements are completed, or the next later term. There is no summer commencement ceremony. Summer degree candidates may participate in Spring or Fall commencement as indicated below:

Although Application for Degree Conferral may be submitted until the end of the term, in order to ensure inclusion in the commencement program and to avoid a late application fee, Applications for Graduation must be submitted by the following deadlines:

- Spring graduate degree candidates must submit their application by April 1.
- Fall graduate degree candidates must submit their application by November 10.
- Summer graduate degree candidates: The application deadline to avoid the late application fee is July 1. For deadlines for commencement participation, see the appropriate paragraph immediately below:

Summer Graduation - Master's and Specialist Degree Students: Students who will complete their degree requirements in summer, and who apply by April 1 for summer graduation (degree conferral), are eligible to participate in Spring commencement. Students who will complete their degree requirements in summer and who apply after April 1 for summer graduation (degree conferral) are only eligible to participate in Fall commencement.

Summer Graduation - Doctoral Degree Students: Students who complete their degree requirements in summer may apply for summer or fall graduation (degree conferral), but they will only be eligible to participate in Fall commencement. Exceptions for summer doctoral candidates to participate in Spring commencement will only be made if the student applied for summer graduation by April 1 and has completed all degree requirements, including defense and final submission of the dissertation to the Graduate College, *prior to the last week of classes of the spring term.*

7. Attendance at commencement

The candidate for the Doctor of Education degree is expected to secure the appropriate academic regalia and appear at commencement for the awarding of the degree. The candidate is not eligible to participate in commencement before the dissertation is submitted to the Graduate College and all degree requirements are met.

Doctor of Education Program Requirements

Doctor of Education Professional Common Core for all Intensive Study Areas

Substantive Component: 18 credit hours (3 credits per course) 18

INTDEPED 7303 Foundations of Inquiry (190:303)

INTDEPED 7318 Evidence-Based Practices, Assessment, Accountability, and Program Evaluation

INTDEPED 7320 Leadership in Formal and Informal Learning Environments (OR EDLEAD 7311 or EDLEAD 6245 if taken for an Advanced Studies Certificate in Educational Leadership)

INTDEPED 7322 Organizational and Community Transformation (OR EDLEAD 7325 or EDLEAD 6247 if taken for an Advanced Studies Certificate in Educational Leadership)

INTDEPED 7324 Critical Analysis of Social and Cultural Contexts in Education

INTDEPED 7389 (190:389) Doctoral Seminar

Research Methods 9

INTDEPED 7314 Inquiry I

INTDEPED 7316 Inquiry II

Advanced Methods Course:

Choose one or more of the following 3-credit-hour courses:

MEASRES 6270 (250:270) Educational Program Evaluation

MEASRES 7300 (250:300) Descriptive Educational Research

MEASRES 7301 (250:301) Advanced Experimental Research in Education

MEASRES 7310 (250:310) Advanced Qualitative Methods in Educational Research

Total hours in Professional Common Core 27

Allied Health, Recreation, and Community Services Intensive Study Area Requirements

I. Professional Common Core 27

II. Advanced Professional Studies

Required Courses in Applied Health, Recreation and Community Services Core:

HPELS 7410 (430:310) Critical Theories and Practices I 3

HPELS 7412 (430:312) Critical theories and Practices II 3

HPELS 7329 (430:329) Research and Evaluation Seminar (6 credits, 1 hour each semester, required) 6

Academic Specialization: Select one primary area for 12 credits, and 3 credits of electives of your choice. 15

A. Health Promotion and Education

B. Leisure, Youth and Human Services

C. Rehabilitation Studies

III. Dissertation Research 6

INTDEPED 7399 (190:399) Dissertation Research

Total Hours 60

Curriculum & Instruction Intensive Study Area Requirements

I. Professional Common Core 27

II. Advanced Professional Studies (27 hours)

Required Courses in Curriculum and Instruction Intensive Study Area:

Curriculum and Instruction: 6

ELEMECML 7352 Curriculum Theory and Development (210:352)

ELEMECML 7354 Curriculum Implementation and Evaluation (210:354)

Curriculum and Instruction Seminar: 3-12

ELEMECML 7389 Seminar in Curriculum and Instruction (210:389)

Curriculum and Instruction Practicum: 1-4

ELEMECML 7397 Practicum in Curriculum and Instruction (210:397)

Instructional Technology: 3

INSTTECH 7340 Designing Instructional Systems (240:340)

or INSTTECH 6240 Understanding Instructional Design (240:240)

Electives: 2-14

Electives must be added to reach a total 27 hours along with above courses for the Advanced Studies requirement.

III. Dissertation Research 6

INTDEPED 7399 Dissertation Research (190:399)

Total Hours 60

Educational Leadership Intensive Study Area Requirements

This intensive study area is available in two tracks: The Superintendency/Principalship track and the Special Education Director track.

Superintendency/Principalship Track

I. Professional Common Core 27

II. Advanced Professional Studies

Required Courses in Educational Leadership:

Seminar (select one): 3

POSTSEC 7389 Seminar in Postsecondary Education (170:389)

or EDLEAD 7389 Seminar in Educational Leadership (270:389)

or EDLEAD 6289 Seminar in Educational Leadership (270:289)

Practicum or Internship (select one or more): 3

POSTSEC 7397 Practicum: Postsecondary Education (170:397)

or EDLEAD 7397 Practicum in Educational Leadership (270:397)

or EDLEAD 6290 Practicum in Principalship (270:290)

or POSTSEC 7391 Internship in Postsecondary Education (170:391)

or EDLEAD 7391 Internship in Educational Leadership (270:391)

or EDLEAD 6291 Internship (270:291)

Electives chosen from the following: 21

EDLEAD 6206 Orientation to ISSL and Educational Leadership (270:206)

EDLEAD 6232 School Governance, Law and Intersystems Relations (270:232)

EDLEAD 6249 Leading Learning, Teaching, and Curriculum (270:249)

EDLEAD 6282 Leading School Growth and Improvement (270:282)

EDLEAD 6284 Evaluator Approval for Improved Student Learning (270:284)

EDLEAD 6285 Readings in Educational Leadership* (270:285)

EDLEAD 6289 Seminar in Educational Leadership* (270:289)

EDLEAD 6290 Practicum in Principalship (270:290)

EDLEAD 6291 Internship (270:291)

EDLEAD 6292 Capstone ISSL (270:292)

EDLEAD 7310 Human Resource Administration (270:310)

EDLEAD 7315 Leading Teaching, Learning and Assessment (270:315)

EDLEAD 7318 Evaluation of Administrators (270:318)

EDLEAD 7319 Power, Politics, and Ethics in School District Leadership (270:319)

EDLEAD 7340 Funding the Educational Program for Improved Student Achievement (270:340)

EDLEAD 7346 School Business Management (270:346)

EDLEAD 7354 Collective Bargaining in the Public Sector (270:354)

EDLEAD 7385 Readings in Educational Leadership* (270:385)

EDLEAD 7389 Seminar in Educational Leadership* (270:389)

EDLEAD 7391 Internship in Educational Leadership (270:391)

EDLEAD 7397 Practicum in Educational Leadership (270:397)

Other courses as approved by ISA.

*1-3 hours - may be repeated with Intensive Study Area approval.

III. Dissertation 6

INTDEPED 7399 (190:399)	Dissertation Research	
Total Hours		60

Special Education Director Track

I. Professional Common Core 27

II. Advanced Professional Studies for Special Education Director Track: 27

Required:

EDLEAD 6232 (270:232)	School Governance, Law and Intersystems Relations
EDLEAD 6282 (270:282)	Leading School Growth and Improvement
EDLEAD 6284 (270:284)	Evaluator Approval for Improved Student Learning
SPED 6260 (220:260)	Special Education Law and Policy
SPED 6278 (220:278)	Administration of Special Education
SPED 6290 (220:290)	Practicum

Electives:

Electives (chosen from the following) must be added to reach a total 27 hours along with above courses for the Advanced Studies requirement.

EDLEAD 6245 (270:245)	Leadership for Effective Schools
EDLEAD 6249 (270:249)	Leading Learning, Teaching, and Curriculum
EDLEAD 6289 (270:289)	Seminar in Educational Leadership *
EDLEAD 7310 (270:310)	Human Resource Administration
EDLEAD 7311 (270:311)	Educational Leadership and Systems Change
EDLEAD 7315 (270:315)	Leading Teaching, Learning and Assessment
EDLEAD 7318 (270:318)	Evaluation of Administrators
EDLEAD 7319 (270:319)	Power, Politics, and Ethics in School District Leadership
EDLEAD 7385 (270:385)	Readings in Educational Leadership
MEASRES 6270 (250:270)	Educational Program Evaluation (if not taken for Professional Common Core)
SPED 7301	Internship in Special Education Administration
SPED 7385	Readings in Special Education
SPED 7386 (220:386)	Studies in Special Education
SPED 6285	Readings in Special Education
SPED 6286	Studies in Special Education
Other courses as approved by ISA.	
*1-3 hours - may be repeated with Intensive Study Area approval.	

III. Dissertation Research	6
Total Hours	60

Doctor of Technology Degree

Students interested in the Doctor of Technology degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUniverse Student Center To-Do List or contact the Department of Technology for any other admission requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission. The Graduate Record Examination (GRE) is required for admission to the program.

The Doctor of Technology (D.T.) degree is designed to develop scholars in the fields of education and industry. The University of Northern Iowa offers the D.T. degree to meet the increasing need for advanced degree work in the field of Technology which includes, but is not limited to, technology, applied engineering, trade and industrial education, technical institute education, industrial training, and technology transfer. This research-oriented terminal degree program also includes the study of the technological systems used in industry and their effect on society and culture.

The D.T. program emphasizes the development of a thorough knowledge of

1. industrial technology as an intellectual discipline,
2. the technological systems used in industry and their effect on people and the environment, and
3. the potential and limitations of future developments in technological systems and their utilization in industry.
4. intellectual tools necessary to pursue scholarly research and applied practices in the field of industrial technology and applied engineering.

The Doctor of Technology degree program is intended to prepare graduates for one or more of the following professional careers:

1. Faculty, supervisors, and consultants of applied engineering and/or technology, trade and industrial education, technical institute education and technology education in secondary schools, colleges and universities.
2. Researchers and project coordinators, technology transfer specialists, technology forecasters and assessors of technology for industrial policy planning and decision making.
3. Academic leaders (e.g., deans, department heads, or directors) of technology-oriented programs at post-secondary institutions.
4. Researchers and research coordinators for education and industry in specific content fields of technology or engineering technology.
5. Designers, coordinators and directors of industrial training or human resource programs, and related industrial applications.

The Doctor of Technology degree program requires a minimum of 60 semester hours of credit completed beyond the Master's degree. Specific program requirements are listed within the Department of Technology in this catalog.

Admission to Doctoral Study

Application for Admission

Individuals possessing the Master's degree in Technology, Engineering, Engineering Technology, Technology Education, or a related technical program, from a regionally accredited U.S. institution or an internationally reputable institution, may apply for admission to the Doctor of Technology degree program.

Applicants in the final semester or summer session of work on the Master's degree may submit application materials and be admitted on *provisional* degree status until the Master's degree notification is received in the Office of Admissions.

Types of Admissions

Admission to the Doctor of Technology degree program may be granted on an unconditional (*degree status*) or *provisional status* basis.

1. Unconditional (Degree Status)

- a. The applicant must hold a master's degree with an education or industry specialization in a content field in or related to industrial technology; the degree must have been granted by a regionally accredited institution or internationally reputable institution.
- b. The applicant must have an overall grade point average of **3.00 on all** prior graduate course work.
- c. The applicant must have completed the Graduate Record Examination (GRE) and have her/his percentile scores forwarded directly from the testing agency to the Office of Admissions. The minimum GRE scores must rank as the 30th percentile in the verbal section, the 30th percentile in analytical writing, and the 50th percentile in the quantitative section for unconditional admission status. **The department will not be able to make an admission decision (unconditional or provisional) until official GRE scores are on file.**
- d. Three references from persons familiar with the academic and professional potential of the applicant must be submitted.
- e. Scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) are required from applicants whose first language is not English. The requirement to submit these scores may be waived only by the Graduate college through a direct request from a graduate program (not from a prospective student). A typical circumstance in which a waiver may be granted is that the student has completed a bachelor's or graduate degree at an accredited English-speaking institution.
- f. The applicant is encouraged to have a minimum of two full years of professional-level educational or industrial experience in or related to the major field of specialization. Individuals without this experience may be admitted to the D.T. program but appropriate professional experience must then be included in the degree. What constitutes appropriate professional experience will be determined by the student's faculty advisory committee and this requirement will be included in the student's degree requirements.

All applications for admission will be reviewed by the Department of Technology Graduate Programs Committee.

The committee may recommend unconditional admission only if the candidate meets all the above requirements. Admission to D.T. program is considered for Fall semesters only. There will be no admission considered for Spring semesters due to prerequisites and a smooth program flow of courses.

2. Provisional Status

- a. *Provisional* admission *may be* recommended if an applicant does not meet all the aforementioned requirements or if the committee believes further graduate course work or professional experience is desirable prior to an applicant's being approved for *unconditional* admission. (See guidelines regarding provisional status.)
- b. Applicants admitted on provisional status must meet one or both of the following criteria before they may be reconsidered for degree status:
 - i. completion of all deficiencies for admission to degree status.
 - ii. completion of a minimum 9 hours for a summer session or 12 hours during a spring or fall semester with a minimum grade point average of **3.00** in course work recommended by the faculty advisor appointed by the department head. Course work completed while the individual is on provisional degree status admission may be applied toward degree requirements only if it is approved by the faculty advisory committee assigned to the student.

Faculty Advisory Committee

After admission has been granted, a faculty advisory committee will be chosen. The committee will consist of three members from the Department of Technology and two members from outside the department, at a minimum. The minimum five committee members must be members of the University of Northern Iowa Regular Graduate Faculty. Eligible committee members from within the Department of Technology will serve as chair and co-chair. An expansion of the committee may occur if a non-faculty person agrees to serve due to expertise or as a representative of an area of knowledge. Non-faculty personnel will participate in all committee responsibilities except for signature decisions. The student and the faculty advisor will be responsible for recommending members for appointment to the faculty advisory committee. The student should specify in a letter to the Graduate Coordinator the rationale for each person recommended to serve on the committee. Students must complete a Committee Approval Form, available at www.grad.uni.edu/thesis-dissertation/thesis-forms, and obtain the approval of the Departmental Graduate Coordinator and the Head of the Department of Technology. The form with approvals is then submitted to the Graduate College for the Graduate Dean's signature to finalize the selection of advisory committee members. This advisory committee shall have responsibility for the following:

1. advise appropriate course work based on student competencies and dissertation research plans.
2. preparation and evaluation of comprehensive written and oral examinations.
3. determination of any remedial requirements after comprehensive written and oral examinations are completed.

4. approval of publication requirement before allowing student to submit dissertation proposal.
5. approval of dissertation proposal and supervision of dissertation effort.
6. final approval of completed dissertation.
7. preparation and evaluation of oral examination over dissertation.
8. recommendation of candidate for degree.

All actions of the committee must be approved with no more than one dissenting vote.

Should it be necessary to request changes in the composition of the committee, the graduate student must specify in a letter to the departmental Graduate Coordinator the rationale for the replacement. A disagreement in perspective, thought, or position may not be cause for replacement. Any faculty member choosing to resign from the committee must submit a letter of request to the departmental Graduate Coordinator.

Admission to Candidacy

1. Students should identify the D.T. advisory committee before the end of the first academic year.
2. Students admitted to the program with provisions must remediate those provisions within their first year or by the end of their first year of study in the Department of Technology.
3. Students who do not comply with (1) and (2) above are likely to be forfeiting their admission to the D.T. degree program.
4. All course work in progress or completed prior to applying for admission to candidacy and program approval must be subsequently approved by the faculty advisory committee in order to be counted on a student's degree.
5. Admission to candidacy will be recommended to the department head only after a formal interview of the student has been conducted by the faculty advisory committee.
6. Any changes to be made in the planned course of study must be approved by the faculty advisory committee and the Dean of the Graduate College or designee.

General Regulations

See also the Common Regulations and Requirements for All Graduate Programs.

1. Maximum academic load

The maximum graduate student load during each semester of the academic year is 15 hours, and 12 hours for those with an assistantship; that permitted during the eight-week summer session is 9 hours and during the two-week post-session, 2 hours. See also the Common Regulations and Requirements for All Graduate Programs.

2. Credit from other institutions

A student can apply toward the doctorate **either** transfer credit (a maximum of 12 hours) **or** credit from a second or third master's

degree (maximum of 6 hours), **but not both or any combination of the two.**

a. Transfer credit

Usually a maximum of 12 semester hours of post-Master's graduate credit from other accredited institutions may be applied toward meeting minimum credit hour requirements for the Doctor of Technology degree, subject to the transfer credit eligibility criteria and procedures under Common Regulations and Requirements for All Graduate Programs. **Hours that have been applied to meet the requirements of another degree cannot be transferred.** The student's faculty advisory committee will make recommendations regarding the applicability of transfer credits taken prior to admission to D.T. degree program.

b. Master's degree credit

A maximum of 6 hours of graduate credit applied to meet the requirements of a second or third master's degree may be applied toward the doctorate, subject to the Recency of Credit regulation. These hours must be approved by the Doctor of Technology Advisory Committee or the Graduate Program Committee.

Graduation Requirements

1. Scholarship

A cumulative and Plan grade index of 3.00 (B average) must be earned at the University of Northern Iowa in all courses attempted as a graduate student and a maximum of 6 hours of C credit (C-, C, C+) may be applied toward credit for graduation. See also the Common Regulations and Requirements for All Graduate Programs. No credit toward graduation will be allowed for courses in which the earned grade is below C-.

2. Credit hour requirements

A minimum of 60 semester hours of credit must be completed beyond the master's degree. At least 45 hours of these credits must be earned at the University of Northern Iowa.

a. Level of courses

A minimum of 38 hours must be in 200/6000-level or 300/7000-level course work. All 100(g)/5000 series courses available in the Department of Technology require research activities beyond those required for undergraduate students; and some courses require activities for doctoral students beyond those required of pre-doctoral students.

b. Research credit

12 semester hours of [TECH 7399 (330:399)] are required for the degree. Credit in Dissertation Research TECH 7399 (330:399) will be earned for the successful completion of the dissertation.

No more than 12 hours of research TECH 7399 (330:399) may be taken. Master's-level Research courses 6299 (xxx:299) may not be applied to a doctoral degree. Directed Research TECH 629R (330:29R) may be taken after all hours of TECH 7399 (330:399) have been registered for, but for no more

than 12 hours total and for no more than 6 hours in a given term. xxxx 629R (xxx:29R) cannot be applied to the required minimum hours for the degree or the required minimum hours of 200/6000-level or 300/7000-level for the degree.

c. **Time Limitation (Recency of credit)**

Courses taken more than seven years prior to the granting of the degree cannot be used to meet degree requirements. See the Common Regulations and Requirements for All Graduate Programs.

d. **Correspondence Credit (specified as Guided Independent Study at UNI)**

See the Common Regulations and Requirements for All Graduate Programs.

e. **Workshop credit**

See the Common Regulations and Requirements for All Graduate Programs.

3. **Residence requirement**

In order to meet the residence requirement, the student shall complete a minimum of 18 hours of credit distributed across two or three consecutive semesters over one or two consecutive academic years. Dissertation research will not be used to satisfy the residence requirement.

4. **Examinations**

The following examinations are required of all students working toward the Doctor of Technology degree:

a. **D.T. comprehensive examination**

The comprehensive examination is intended to be an evaluation of the candidate's mastery of the entire planned program of study, including the tools of research. It is used to evaluate the candidate's mastery of the subject at or near the end of the program. It should be prepared, administered, and evaluated by the candidate's faculty advisory committee upon completion of all course work in the program, excluding D.T. internship and the D.T. dissertation research. The written portion will consist of three 4-hour periods. The dates are scheduled for the ninth or tenth week of Fall/Spring semesters only. Upon satisfactory completion of the written portion, the faculty advisory committee will conduct the oral portion with the candidate present. The oral portion shall be opened to faculty who provided questions for the written portion. Successful completion of both the written and oral portions of the comprehensive examination is required. The comprehensive examination will be evaluated at a convened meeting of the faculty advisory committee and reported as satisfactory or unsatisfactory to the Graduate Dean via the Graduate Coordinator and the Head of the Department of Technology.

In the event of a report with three or more votes of satisfactory with reservations in either portion, the exact stipulations of the committee should be recorded on the report form. The statement must specify the time allowed for satisfying the stipulations and must be specific in defining the area if

further examination in a particular area is necessary, or in describing any additional courses, actions or procedures that are required. The examination cannot be deemed complete or reportable until such stipulations have been satisfied. Successful completion of the comprehensive examination will be reported if four of five committee members indicate a satisfactory report on both the written and the oral portions. In case of a report of unsatisfactory on a portion of the examination, a second examination must be administered in the next succeeding semester or summer session. A candidate will be permitted two opportunities to achieve a satisfactory report. A third opportunity will only be allowed with a special approval by the department head upon the recommendations of four of the five members of the faculty advisory committee. The candidate receiving an unsatisfactory report in the final opportunity by the convened faculty advisory committee will not be permitted to continue or complete the program of graduate studies, and upon submission of the report form to the Head, Department of Technology, and Graduate Dean via the Graduate Program Coordinator, the faculty advisory committee for this candidate will be dissolved.

Post-comprehensive registration

Doctoral students who have completed all of their program requirements except the dissertation, and who have passed their comprehensive examination, must be continuously registered until the degree is completed. Students reaching this stage will be automatically registered and assessed a fee for TECH 7300 (330:300), the Post-Comprehensive course registration number. Doctoral students who have completed all course requirements for their program, but have not yet successfully completed the comprehensive examination, will be automatically registered and assessed a fee for TECH 629C, Continuous Registration, until they have met the enrollment criteria for TECH 7300 (330:300) DIT Post Comprehensive Registration.

b. **Dissertation Presentation Examination**

An oral dissertation presentation examination (defense) is required over the content and methodology used in conducting the research associated with the student's dissertation. This public presentation examination is conducted by the student's faculty advisory committee after the dissertation has been presented to the faculty advisory committee in final form. The department shall publicize the examination presentation (defense) at least 2 weeks in advance.

5. **Publication**

Before being allowed to submit a dissertation proposal, the student must submit at least one scholarly paper for publication in a peer-reviewed conference proceedings, periodical, journal, or textbook within one of the professional fields related to technology/engineering technology. The faculty advisory committee shall determine when this requirement is met. Publication completed prior to admission to the program may be submitted for consideration.

6. **Dissertation**

A dissertation is required of all candidates for the Doctor of Technology degree. Students are encouraged to talk with

their faculty advisory committee about the topic for their dissertation early in the program. The dissertation is to be prepared and submitted in accordance with the most current edition of the Graduate College *Thesis and Dissertation Manual* at www.grad.uni.edu/thesis-dissertation/thesis-dissertation-manual. This manual should be consulted prior to writing the dissertation.

a. Dissertation Committee

The Faculty Advisory Committee is the dissertation committee. See above under Faculty Advisory Committee for information about this committee.

b. Credit hours

The dissertation will involve 12 hours of credit in TECH 7399 (330:399). Students may register for the research credits after successful completion of the research methods courses noted in their doctoral program, but not more than 6 credits in a term. Registration for the last segment of research credit (for work on the dissertation) should be postponed until the dissertation is near completion. All dissertation research credit is recorded as *RC (Research Continued)* until the faculty advisory committee has conducted the final oral examination over the dissertation and given final approval for the dissertation. The Registrar may authorize the extension of time for completion of an *RC (Research Continued)* in research up to one additional calendar year with the consent of the instructor. If at the end of that time the work has not been completed, the *RC* will be changed to an *F (Failure)*.

c. Doctoral dissertation proposal

The student, in conjunction with her/his advisor, will make arrangements to present the dissertation proposal to the Faculty Advisory Committee as a group. Formal work on the dissertation may not proceed without approval from the committee.

d. Dissertation Preview

During the semester in which the student intends to graduate, the student must make an appointment with the Graduate College for a dissertation preview to have the style and format of the dissertation reviewed. All problems may not be detected during the preview; however, the major difficulties will be discussed. Often a brief consultation will uncover format problems that are easily remedied at this stage. The department must identify the students who should be scheduled for preview each semester. The student must have an up-to-date advisement report and the Dissertation Committee approved by the Graduate Dean before a preview meeting will be scheduled. The preview must be **scheduled and completed no later than eight weeks** before the last day of the semester students intend to graduate. See www.grad.uni.edu/important-dates for the preview dates. No dissertation will be accepted by the Graduate College for final approval without the completion of this preview.

e. Oral Defense

See 4.2 above (Examinations). Completion of the dissertation occurs when the student's faculty advisory committee and the Dean of the Graduate College have approved the dissertation.

The dissertation must be in final copy form before doctoral committee members may affix their signatures for approval. The dissertation must be submitted in final form to the faculty advisory committee at least eleven weeks prior to graduation. The department shall publicize the defense at least 2 weeks in advance.

f. Filing of Dissertation

See www.grad.uni.edu/important-dates for the final submission deadline each term. In addition to the printed copy of the thesis of dissertation, the manuscript must be submitted by the student to the Graduate College electronically. It should be formatted in Microsoft Word as a single document (do not convert it to a pdf). Using your UNI email account, attach the Word document to an email and send to the Graduate College Thesis Reviewer, janet.witt@uni.edu. After final approval, both the printed copy and the electronic copy will be retained by the UNI Rod Library. Check the *Thesis and Dissertation Manual* for information about copyrighting the dissertation. A complete submission includes:

- i Electronic dissertation, produced in one Microsoft Word document, emailed as an attachment from the student's UNI email account to the Thesis Review, janet.witt@uni.edu.
- ii One printed copy of the dissertation and abstract on approved thesis paper. After receiving final approval, this copy will be bound and maintained by Rod Library at the University of Northern Iowa.
- iii *Minimum* of three copies of dissertation abstract title page on approved thesis paper, each one originally signed by the chair, and co-chair if applicable, after the student's successful defense. The Graduate Dean will sign these pages after the dissertation receives final approval of the Graduate College. The Graduate College keeps one copy to be bound into the dissertation, sends one to the Technology department, and returns the extra one to the student for personal use. If the student wants more than one personal copy, extras may be submitted, and all extras will be returned to the student after final approval.
- iv *Minimum* of three copies of the dissertation title page on approved thesis paper with original signatures of all committee members. The student should prepare and obtain signatures on the same number of dissertation title pages and abstract title pages. The Graduate College keeps one copy to be bound into the dissertation, sends one to Technology department, and returns all extras to the student for personal use.
- v Three blank sheets of approved thesis paper (required for binding).
- vi Graduate College dissertation submission form (available at <http://www.grad.uni.edu/thesis-dissertation/thesis-forms>). This is a "fillable" form; it should be opened in Adobe Acrobat and filled out on the computer, and then printed on plain paper.
- vii Dissertation approval form. Please use the most recent version of the form, available at <http://www.grad.uni.edu/>

thesis-dissertation/thesis-forms. This form should also be opened in Adobe Acrobat and filled out on the computer, and printed on plain white paper.

NOTE: Illegible handwritten forms will not be accepted.

Following the successful defense, obtain all required signatures except the Graduate Dean before submitting to the Graduate college (the Graduate College Dean will sign when final approval is given by Graduate College).

- viii Actual dissertation draft read at time of preview (not required if preview was done by email).
- ix Self-addressed label (provided at time of preview) for return of extra approval pages to student. paper.
NOTE:If preview was completed by email, be sure to specify mailing address for the return of signed approval pages in lieu of mailing label.
- x After the dissertation has received final approval by the Graduate College, a link to the Agreement and Permission to Preserve Thesis/Dissertation form will be emailed to the student at their UNI email address. This Agreement form must be submitted electronically. This completes the process for the student, and the Graduate College will submit the thesis electronically to the Library and the printed copy will be bound. The Department of Technology and the Registrar's Office will be notified of final approval after this form is submitted.
- xi For further dissertation information, see the Graduate College's *Thesis and Dissertation Manual* at www.grad.uni.edu/thesis-dissertation.

g. Dissertation fees

A fee of **\$25.00** is required for all students submitting a thesis or dissertation. This covers the Library's costs for binding the print copy and processing the electronic copy of the thesis/dissertation. **The fee will be charged to the student U-Bill after the final copy of the thesis/dissertation is submitted to the Graduate College.** The printed copy of the dissertation will be bound, and both the bound copy and the electronic copy will be retained by UNI's Rod Library.

In addition to the print copy required by the Graduate College, the department requires copies. Students should check with the department for the number of copies required.

7. Application for graduation

It is the student's responsibility to make a timely application to graduate during the term the final degree requirements are completed. Application for graduation must be completed online through MyUNiverse Student Center. A non-refundable graduation fee is charged each term a student applies to graduate. **To avoid paying a late application fee, an application to graduate must be submitted by November 10 for Fall terms, April 1 for Spring terms, or July 1 for Summer terms.** During the semesters, these dates ensure that students' names can be included in the commencement publication. After the deadline, but before the end of the term, students may still apply for degree conferral that term, but a substantial late application fee will

be charged in addition to the normal graduation fee, and their names might not be included in the commencement publication. **Applications submitted after the end of the term will generally not be processed for degree conferral for the term just past.** Exceptions for post-term application will only be considered for unforeseen circumstances arising after the end of the term and require approval by the department and the Graduate College on a MyUNiverse student request. If the department or Graduate College does not approve a post-term applicant, the student will need to apply for graduation the next term and pay the graduation fee, but will not have to pay a graduation fee for the late application.

Graduate Student Eligibility to Participate in Commencement Ceremony

Graduate students may participate in commencement at the end of the Fall or Spring term that their final degree requirements are completed, or the next later term. There is no summer commencement ceremony. Summer degree candidates may participate in Spring or Fall commencement as indicated below.

Although Application for Degree Conferral may be submitted until the end of the term, in order to ensure inclusion in the commencement program and to avoid a late application fee, Applications for Graduation must be submitted by the following deadlines:

- a. Spring graduate degree candidates must submit their application by April 1.
- b. Fall graduate degree candidates must submit their application by November 10.
- c. Summer graduate degree candidates: The application deadline to avoid the late application fee is July 1. For deadlines for commencement participation, see the appropriate paragraph immediately below:

Summer Graduation - Master's and Specialist Degree

Students: Students who will complete their degree requirements in summer, and who apply by April 1 for summer graduation (degree conferral), are eligible to participate in Spring commencement. Students who will complete their degree requirements in summer and who apply after April 1 for summer graduation (degree conferral) are only eligible to participate in Fall commencement.

Summer Graduation - Doctoral Degree Students: Students who complete their degree requirements in summer may apply for summer or fall graduation (degree conferral), but they will only be eligible to participate in Fall commencement. Exceptions for summer doctoral candidates to participate in Spring commencement will only be made if the student applied for summer graduation by April 1 and has completed all degree requirements, including defense and final submission of the dissertation to the Graduate College, *prior to the last week of classes of the spring term.*

8. Attendance at commencement

The candidate for the Doctor of Technology degree is expected to secure the appropriate academic regalia and appear at commencement for the awarding of the degree. The candidate is not eligible to

participate in commencement before the final dissertation is submitted to the Graduate College.

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