

University of Northern Iowa

Programs and Courses Catalog
2012-2014



**University of
Northern
Iowa**

Catalog Home

2012-2014 Catalog

- effective May 1, 2012
- published Summer 2012

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 2012-2014

Summer Session, 2012

May 7	Mon., instruction begins, 7:30 a.m.
May 28	Mon., legal holiday (Memorial Day)
July 4	Wed., legal holiday observed
July 27	Fri., summer session ends, 10:00 p.m.

(May session - 4 weeks)

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

(May/mid-June session - 6 weeks)

May 7	Mon., instruction begins, 7:30 a.m.
June 15	Fri., May/mid-June session ends, 10:00 p.m.

(June session - 4 weeks)

June 4	Mon., instruction begins, 7:30 a.m.
June 29	Fri., June session ends, 10:00 p.m.

(June/July session - 8 weeks)

June 4	Mon., instruction begins, 7:30 a.m.
July 27	Fri., June/July session ends, 10:00 p.m.

(mid-June/July session - 6 weeks)

June 18	Mon., instruction begins, 7:30 a.m.
July 27	Fri., mid-June/July session ends, 10:00 p.m.

(July session - 4 weeks)

July 2	Mon., instruction begins, 7:30 a.m.
July 27	Fri., July session ends, 10:00 p.m.

Fall Semester, 2012

Aug. 17	Fri., registration, 9:00 a.m.-4:00 p.m.
Aug. 20	Mon., instruction begins, 8:00 a.m.
Sept. 3	Mon., legal holiday (Labor Day)
Oct. 12	Fri., first half semester ends, 10:00 p.m.
Oct. 15	Mon., second half semester begins, 8:00 a.m.
Nov. 19-23	Mon.-Fri., Thanksgiving break
Nov. 26	Mon., instruction resumes, 8:00 a.m.
Dec. 10-14	Mon.-Fri., final examinations
Dec. 14	Fri., semester ends, 10:00 p.m.
Dec. 15	Sat., commencement

Spring Semester, 2013

Jan. 11	Fri., registration, 9:00 a.m.-4:00 p.m.
Jan. 14	Mon., instruction begins, 8:00 a.m.
Jan. 21	Mon., university holiday (Martin Luther King's birthday observed)
Mar. 1	Fri., first half semester ends, 10:00 p.m.
Mar. 4	Mon., second half semester begins, 8:00 a.m.
Mar. 18-22	Mon.-Fri., spring break
Mar. 25	Mon., instruction resumes, 8:00 a.m.

May 6-10	Mon.-Fri., final examinations
May 10	Fri., semester ends, 10:00 p.m.
May 11	Sat., commencement

Summer Session, 2013

May 13	Mon., instruction begins, 7:30 a.m.
May 27	Mon., legal holiday (Memorial Day)
July 4	Thurs., legal holiday observed
Aug. 2	Fri., summer session ends, 10:00 p.m.

(May session - 4 weeks)

May 13	Mon., instruction begins, 7:30 a.m.
June 7	Fri., May session ends, 10:00 p.m.

(May/mid-June session - 6 weeks)

May 13	Mon., instruction begins, 7:30 a.m.
June 21	Fri., May/mid-June session ends, 10:00 p.m.

(June session - 4 weeks)

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

(June/July session - 8 weeks)

June 10	Mon., instruction begins, 7:30 a.m.
Aug. 2	Fri., June/July session ends, 10:00 p.m.

(mid-June/July session - 6 weeks)

June 24	Mon., instruction begins, 7:30 a.m.
Aug. 2	Fri., mid-June/July session ends, 10:00 p.m.

(July session - 4 weeks)

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

Fall Semester, 2013

Aug. 23	Fri., registration, 9 a.m.-4 p.m.
Aug. 26	Mon., instruction begins, 8:00 a.m.
Sept. 2	Mon., legal holiday (Labor Day)
Oct. 18	Fri., first half semester ends, 10:00 p.m.
Oct. 21	Mon., second half semester begins, 8:00 p.m.
Nov. 25-29	Mon.-Fri., Thanksgiving break
Dec. 2	Mon., instruction resumes, 8:00 a.m.
Dec. 16-20	Mon.-Fri., final examinations
Dec. 20	Fri., semester ends, 10:00 p.m.
Dec. 21	Sat., commencement

Spring Semester, 2014

Jan. 10	Fri., registration, 9:00 a.m.-4 p.m.
Jan. 13	Mon., instruction begins, 8:00 a.m.
Jan. 20	Mon., university holiday (Martin Luther King's birthday observed)
Feb. 28	Fri., first half semester ends, 10:00 p.m.

Mar. 3	Mon., second half semester begins, 8:00 a.m.
Mar. 17-21	Mon.-Fri., spring break
Mar. 24	Mon., instruction resumes, 8:00 a.m.
May 5-9	Mon.-Fri., final examinations
May 9	Fri., semester ends, 10:00 p.m.
May 10	Sat., commencement

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
Aug. 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	Thur., June session ends, 10:00 p.m.

(June/July session - 8 weeks)

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

(July session - 4 weeks)

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

Fall Semester, 2014

Aug. 22	Fri., registration, 9 a.m.-4 p.m.
Aug. 25	Mon., instruction begins, 8:00 a.m.
Sept. 1	Mon., legal holiday (Labor Day)
Oct. 17	Fri., first half semester ends, 10:00 p.m.
Oct. 20	Mon., second half semester begins, 8:00 a.m.
Nov. 24-28	Mon.-Fri., Thanksgiving break
Dec. 1	Mon., instruction resumes, 8:00 a.m.
Dec. 15-19	Mon.-Fri., final examinations
Dec. 19	Fri., semester ends, 10:00 p.m.
Dec. 20	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 National Association of Schools of Art and Design, the Council on Social Work Education, the American Speech-Language-Hearing Association, the National Association of Industrial Technology, 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

www.cba.uni.edu

The College of Business Administration seeks to provide a high-quality professional education that will enable its graduates to meet effectively the needs of modern society. The Vision and Mission of the College of Business Administration may be found at the website http://business.uni.edu/web/pages/about/StandFor_MissionVision.cfm.

Our educational intent is to develop graduates who are prepared to meet the global leadership challenges of the 21st century. Essential business knowledge, traditional work values, and contemporary professional skills define the education we deliver. *Essential business knowledge* is delivered in our classrooms by our faculty, with advanced degrees and practical experience, who are fully committed to our long history of great teaching. *Traditional work values* are exercised by students when they are motivated to meet the challenges of our demanding curriculum and high expectations. *Contemporary professional skills*, delivered through the College's Professional Readiness Program enable our graduates to be fully prepared and able to contribute immediately as a professional in the work place.

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% of the business credit hours required for the major from UNI. Students must also complete at least 50% 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 instructional 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

Graduate programs at the master's level in educational leadership and postsecondary education. Graduate programs at the Ed.D. level in educational leadership. For further information, visit the website at www.uni.edu/coe/elpe.

General Information

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. The department has two graduate degree programs at the master's level and one graduate specialist degree program. 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 majors 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 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

On July 1, 2011 the College of Humanities, Arts and Sciences (CHAS) was created with the merger of the College of Humanities and Fine Arts and the College of Natural Sciences. In addition, two departments in the new college—Modern Languages and English Language and Literature—were merged to form the Department of Languages and Literatures.

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, 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, 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 houses the following seven instructional departments, and also the Department of Military Science:

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

All programs have as their foundation the understanding of individuals, families, groups, and societies in their social, historical, and political relationships.

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

The Bachelor of Arts degree is awarded for studies in the liberal arts. The college also cooperates in intercollegiate/interdisciplinary programs leading to a major or minor in Women’s and Gender Studies. Certificate programs are offered in cartography; geographic

information systems; public history; conflict resolution; industrial and organizational psychology; sociology of Inequality; sociology of family and life course; sociology of gender and culture; sociology of race/ethnicity and immigration; substance abuse counseling; crime mapping and analysis; state and local government; and international peace and security.

The college also participates in the preparation of teachers and has programs which lead to a Bachelor of Arts-Teaching degree, the requisite degree for licensure in a discipline as a secondary school teacher. An interdisciplinary program in Social Science also leads to a teaching degree.

Graduate education is an important component of the mission and responsibilities of the college. The Master of Arts (M.A.) degree is offered in Geography, History, Psychology, and Women’s and Gender Studies. The Master of Public Policy (M.P.P.) and the Master of Social Work (M.S.W.) are also offered.

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, conducted in state-of-the-art classrooms, 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 such as National Student Exchange and Study Abroad programs and provides several summer study abroad opportunities supervised by CSBS faculty.

Career opportunities for graduates exist in a broad range of positions in education, public and social service, commerce, and industry. Students interested in detailed information on careers may contact departmental offices or the university’s Career Services.

For additional information about the College of Social and Behavioral Sciences, contact the Dean’s office at 319-273-2221 or any of the departmental offices. Information can also be obtained on the website at www.uni.edu/csbs.

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 staff 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, the Iowa Communications Network (ICN), 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
2637 Hudson Road
Cedar Falls, IA 50614-0223

General Information

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 70 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 corner of Hudson Road and West 27th Street
319-273-2123 or 1-800-772-1746, or
view the information at www.uni.edu/continuinged/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, the Iowa Communications Network (ICN), 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 180+ 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 Southern Maine.

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
2637 Hudson Road
Cedar Falls, IA 50614-0285
319-273-2504
www.uni.edu/continuinged/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 Services 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 Study Abroad Center 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: oiip@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 Services 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

The A.A. degree from all Iowa community colleges fulfills the majority of the Liberal Arts requirements at UNI. 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 a 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.

When offered on-site, the second two years are taught by UNI faculty through a mix of delivery systems including onsite classes, classes over the Iowa Communication Network, or Web-based course work. All 2+2 programs offer the same classes as programs offered on the UNI campus.

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-

General Information

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 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 may register by mail. Mail-in forms are available in the Office of the Registrar upon request. Semester schedule of classes are available on-line, generally in April for the fall semester and in November for the spring semester. Specific instructions for registration by mail are contained in the schedule of classes and on the mail-in registration form.

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 can submit to prove their English proficiency. Students with scores below this can qualify for conditional admission. Applicants may be required to submit additional information or data to support their applications. For additional information, undergraduate and graduate international applicants 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 Score

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 Regent universities recognize that the traditional measures of academic performance do not adequately describe some students' potential for success. Therefore, the Regent universities strongly encourage all interested students to apply for admission. Applicants who believe their academic record is not an accurate

reflection of their potential for success are encouraged to provide supplemental information explaining 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

Students entering the university must have completed the following set of high school courses (units) or their equivalents. These high school units apply to entering freshmen and transfer students with less than 24 semester hours of transferable college credit.

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.

* 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 completed 24 or more semester hours of transferable college credit will be considered 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 entry at Northern Iowa, 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) or more 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 GPA

Transfer 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 twenty-four 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 universities 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 except 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 form specifying their choice of degree program with a \$40 application fee or \$70 fee for international students and request all necessary official transcripts be sent to the Office of Admissions, *unless you received your undergraduate degree from the University of Northern Iowa*. 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 receiving degree status admission applications and for determination of admissibility.

A graduate of a college or university accredited by the North Central Association of Colleges and Secondary Schools or a corresponding regional agency will be granted admission to graduate study if her/his application for admission has been approved.

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 Graduate Degree Requirements.

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 apply credit earned toward a graduate program.*

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.
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

Admission Requirements

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 2012, 2013, and 2014 summer sessions will include a full eight-week session, two six-week sessions, three four-week sessions, and a number of special sessions and workshops of varying lengths. 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 materials 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 allow 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/Student Employment Center 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

Student Employment Center

105 Gilchrist
Cedar Falls, IA 50614-0024
Telephone: 319-273-6394
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 and general information and information needed by the Office of Student Financial Aid to continue processing a student's aid is 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, UNiversity Scholarship Application, 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:

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.

State Grants

State grants are available for Iowa students who are enrolled at least half-time who complete a FAFSA and demonstrate financial need. The grants are awarded based upon an Iowa undergraduate student's expected family contribution. State grant awards 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. Recipients must have an EFC of 1000 or less throughout the 4 years for continued eligibility, 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 UNIversity Scholarship Application.

Incoming Freshmen and Transfer 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 UNIversity 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.

Current Students

The UNIversity 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.

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 grants, scholarships

Fees and Financial Aid

or loans 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 UNIversity 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) and complete a Master Promissory Note to be eligible for federal loans. Students will complete only one promissory note that will be used for all of loans at UNI. Direct Loan promissory notes can be completed online at www.studentloans.gov. 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 not need to complete another promissory note. First-time student borrowers at UNI will also need to complete Entrance Counseling at <http://www.studentloans.gov> prior to their loan being disbursed. 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. Freshman students may borrow up to \$5,500 for an academic year. Sophomore students 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 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 is fixed at 7.9%. 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 is fixed at 7.9%. 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.

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 to the university is made 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.

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 UNI GPA for coursework taken at UNI. Graduate students must maintain a minimum 3.0 UNI 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

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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 UNI GPA to the 2.0 minimum with graduate students meeting the 3.0 UNI 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
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 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 www.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, payment of the \$25 application fee and a \$200 prepayment. Payment is also accepted online.

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.

Room assignments are made on a date-of-prepayment basis. 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 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 canceled and prepayment forfeiture 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 40% 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) for each occupant and cable television. Furnishings and utilities are included. The Department of Residence is designed to provide housing to 4,600 students in ten residence halls. 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.

Floors within each residence hall accommodate approximately 40 students and are designated as houses. Each house sponsors its own social, cultural, and recreational programs. There are houses reserved for first-year students and houses reserved for upperclass students. Rooms for single occupancy, double occupancy 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.

Women's halls include Hagemann and Lawther. Coeducational housing is provided in Bender, Campbell, Dancer, Lawther, Noehren,

Student Life

and Shull Halls. All rooms in Shull Hall are available to upperclass students only. Continuous housing (during academic break periods) is available in Bender, Dancer, Lawther, Noehren, and Shull Halls. All halls are open during the Thanksgiving and Spring breaks.

ROTH Complex and Panther Village

Apartment and suite-style housing is open to sophomores, juniors, and seniors. Residents with good academic and behavioral status qualify for housing in ROTH and Panther Village. 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.

University Apartments

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

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

Dining Service

Dining service is provided in numerous locations across campus. The community meal plans are available to first-year students. Upperclass students have expanded flexibility with meal plan options. Students who live off campus may contract for service and enjoy the quality and convenience of on-campus 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 the SDS at 319-273-2677. 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. More 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. Ask-a-Nurse advice may be obtained by calling 319-272-2600.

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.

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 directly at the Counseling Center or by calling 319-273-2676. 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.

Veterans

The University of Northern Iowa is proud to serve all veterans, military service members, and their families. University of Northern Iowa has been included in *2012 Military Friendly Schools List* published by G.I. Jobs magazine. This list recognizes the top 15 percent of colleges, universities, and trade schools that are supporting the educational pursuits of veterans. 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

For further information regarding military/veterans and their families, also visit the websites www.uni.edu/registrar/visitors/military/veterans-resources and www.uni.edu/finaid/veterans.

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/forensic/.

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/greeklife.

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

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 Western Wrestling 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 and Activities Center, located on the plaza level of Maucker Union, or at www.uni.edu/siac.

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: Chamber Singers, 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, Jazz Bands, Symphony Orchestra, Opera/Music Theatre, 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

Student Life

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 and Activities Center, located on the plaza level of Maucker Union, or at www.uni.edu/maucker/siac.

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 Strayer-Wood Theatre. Seasons typically include classical, modern and contemporary drama, opera, musical comedy, and theatre for youth. The theatre also produces in the summer season. All members of the university community are invited to attend productions in the Strayer-Wood and Bertha Martin Theatres. For additional information 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 2,200 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 96.5 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, 3,000 periodical and newspaper subscriptions in print and online formats, with electronic access to over 52,000 journal titles; 252,000 U.S. paper documents, 300,000 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, and International Student Programs.

The Student Involvement and Activities 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.

University Facilities and Educational Services

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 or view the information at www.vpaf.uni.edu/events.

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/cats.

Legislative Advocacy

UNITE (UNI Together for Education) is a volunteer grassroots advocacy organization of alumni, faculty, staff, students, parents of UNI students and friends who are committed to higher education in Iowa and to the University of Northern Iowa. Our members participate in legislative forums, submit letters to the editor, meet with their local elected officials, and write or email their elected officials to promote UNI. Learn more at www.unialum.org/unite.

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.

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/official-ring-program.

Panther Volunteer Network

The UNI Alumni Association offers several opportunities for students to work with alumni. If you are interested in career guidance, would like to work with alumni in legislative advocacy or in any number of other ways, visit www.unialum.org/volunteer or email info@unialum.org.

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

University Facilities and Educational Services

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, TRIO Student Support Services Program, Math and Science Services, 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.
- 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 preparation information.

Examination Services offers these tests:

- College Level Examination Program (CLEP)
- Professional Assessments for Beginning Teachers: Pre-professional Skills Tests (PPST/Praxis I and II)
- Test of English as a Foreign Language (TOEFL)
- American College Testing Program (ACT)
- CASTLE Worldwide (Certification Tests)
- DSST (DANTES Subject Standardized Tests)
- ISO Quality (Certification Tests)

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.

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

Professional School Admission Tests:

- Law School Admission Test (LSAT)

For additional information on registration, fees, practice tests, and testing dates, please call 319-273-6023.

College Reading and Learning Center

008 ITTC
319-273-2361

The College Reading and Learning Center works with students in a variety of formats to help them develop and apply effective reading, learning, studying, and time management strategies:

- personalized academic coaching
- workshops, courses, and presentations
- faculty consultation
- preparation for the Praxis I (PPST), GRE, and other professional exams
- A-Team: academic coaches available for general study strategies coaching in any subject, Sundays 6:00 p.m.-9:00 p.m., Rod Library

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. Please address inquiries about presentations for your math or science course to the Math and Science Coordinator. 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:

- Math and science preparedness consultations
- supplemental instruction for specific courses
- calculator rental program
- walk-in, one-on-one tutoring and study skills assistance
- test preparation
- study groups
- GRE Quantitative and Praxis I (PPST) preparation courses
- Succeeding in Science and Math workshops
- How to Use a Calculator workshop
- 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 serves as advocates for participants and provide a combination of cognitive and affective services based on the individual needs of the student. The following free services are offered to eligible participants:

- academic advising, including assistance with course selection
- educational and long-range planning
- monitoring of academic progress
- personal, financial, and career advising
- tutoring and study groups
- college survival and study skills workshops
- cultural and educational activities
- financial assistance to qualified participants
- graduate school enrollment assistance

Writing Center

008 ITTC
319-273-2361

The Writing Center provides individualized assistance 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 PPST, GRE, MCAT, and other essay exams

In addition, the Writing Center offers faculty consultation and workshops customized for specific courses and groups. An A-Team writing coach is 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-classrooms.

- 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

University Facilities and Educational Services

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 Instructional/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.

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 communicative 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 on the lower level and first floor of the Malcolm Price Laboratory School, The CDC is licensed to serve 110 students, including 60 children in the 5-classroom day program. 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 Malcolm Price Laboratory School, 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/hpels/About_HPELS/facilities_locations.shtml

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.

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 Strayer-Wood Theatre. 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.

Strayer-Wood Theatre

The production arm of the Department of Theatre, Strayer-Wood Theatre 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 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 Strayer-Wood Theatre 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

S.T.A.G.E., Inc.

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 hour per week (i.e., 4 hours for a four-week session, 6 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.

Class Attendance

Students are expected to attend class, and the responsibility for attending class rests with the student.

Students are expected to learn and observe the attendance rules established by each instructor for each course.

Instructors will help students to make up work whenever the student has to be absent for good cause; this matter lies between the instructor and student.

Whenever possible, a student should notify the instructor in advance of circumstances which prevent class attendance.

Instructors will notify the Registrar in case a student's attendance is such that her/his membership in a class is in doubt.

Policy on Make-up Work and Missed Classes

It is the expressed focus of the University of Northern Iowa to further the educational development of each of its students. On occasion

Academic Regulations

events will necessitate a student's absence from class. In order for both faculty and students to effectively plan for these absences, the following procedures are recommended.

1. All parties involved should be made aware of scheduled absences well ahead of the date(s) of absence. In the case of extra-curricular activities, a semester-long schedule should be prepared and distributed at the beginning of the semester. In instances where semester-long schedules are not feasible, two weeks written notification shall be given for all absences. This notification shall take place even if the absence is potential rather than definite. Assuming that appropriate notification has been provided, students and faculty shall mutually agree as to how assignments, lectures, exams, etc. shall be made up. The type and extent of make-up work shall be at the discretion of the faculty member.
2. Occasionally there will occur situations where two weeks notice is impossible. On these occasions, students, faculty, and others concerned should work closely together to ascertain whether special arrangements can and/or should be made.
3. Faculty shall not penalize a student for missing a class or exam for an educationally-appropriate activity, including university sponsored or sanctioned events.
4. Where situations of irreconcilable disagreement occur which are not resolved at the department level, a panel comprised of the Vice President for Academic affairs, or that officer's designee, the Department Head of the academic department involved, and a representative of the extra-curricular program (where applicable) shall meet at their earliest convenience with the faculty member and the student to mediate the matter.

(Approved by the President's Cabinet April 23, 2001. Approved by Faculty Senate April 24, 2001.)

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 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 academic performance improves, s/he may be academically suspended. No student in his/her first-semester in attendance at the University of Northern Iowa will be academically suspended.

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 semester GPA will receive a first semester 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:

Academic Regulations

- The student will be placed on academic probation if his/her UNI 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 GPA is a 2.0 or higher.

Academic Probation

Any **first semester student** who has a semester GPA below 1.0 will be placed on academic probation. Also, any **continuing student** will be placed on academic probation when their UNI GPA is below a 2.0. A student placed on academic probation must earn a minimum semester GPA of 2.0 for each semester while on academic probation until his/her UNI GPA reaches 2.0 or higher.

While on academic probation, a student will be limited to 14 credit hours. Once a student's UNI 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 academically suspended if his/her GPA for the semester is less than a 2.0.
- The student will continue on academic probation if his/her GPA for the semester is a 2.0 or higher and his/her UNI 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 GPA is a 2.0 or higher.

Academic Suspension

A student on academic probation who fails to earn a semester GPA of 2.0 will be academically suspended. 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 academically suspended 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 semester GPA of 2.0 for each semester after being readmitted until his/her UNI 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 GPA for the semester is less than a 2.0.
- The student will continue on academic probation following suspension if his/her GPA for the semester is a 2.0 or higher and his/her UNI 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 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.

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 *Field Experience: Exploring Teaching (EDPSYCH 2017 (200:017))*, *Field Experience: Teacher as Change Agent (EDPSYCH 3128 (200:128))*, 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.

Academic Regulations

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.

Cooperative Education/Internships

Cooperative Education and Internships 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. Co-ops/internships are optional, except for certain majors which require a co-op or internship for graduation.

Students who participate in a co-op or 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 transcript notations. 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 Cooperative Education and Internships can be found on the Career Services website www.uni.edu/career_services.

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. The LAC writing experience fosters learning, develops thinking, and introduces students to understanding writing as a process integral to critical inquiry in academic, professional, and personal contexts. UNI is committed to helping students become competent writers in various areas and for various purposes. Each department sets the writing requirements for its majors; because writing needs vary across disciplines, the requirements and conventions vary across departments.

Students satisfy Northern Iowa's Liberal Arts Core writing requirement by completing one of three Liberal Arts Core writing courses:

ENGLISH 1005 (620:005)	College Writing and Research	3
ENGLISH 2015 (620:015)	Craft of Academic Writing	3
ENGLISH 2120 (620:034)	Critical Writing About Literature	3

Comparable instruction and practice may be available in integrated LAC communication courses designed for first-year students and for qualified students in writing-enhanced sections of other Liberal Arts Core courses.

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 is a participating university in the College Level Examination Program (CLEP). CLEP examinations are administered regularly throughout the year. Persons interested in earning credit through CLEP should contact Examination Services for information and dates of the examinations.

The best advice for any student considering CLEP is to plan ahead. Students should take CLEP exams early in their college career to avoid taking a course that will duplicate CLEP credit, or a course that will disqualify them from receiving credit.

Not all CLEP exams are accepted for credit at UNI. A list of courses for which CLEP examinations may be taken and minimum scores to earn credit is available from the Office of Admissions or Examination Services. Students should expect their scores at the time of testing with the exception of College Composition. Credit earned from a CLEP exam approved by UNI is applied to degree requirements.

At UNI, a CLEP examination may be attempted only once for credit. For limitations in the total amount of credit earned by examination, including CLEP, which may be applied toward graduation degree requirements, refer to undergraduate Degree Requirements in this University Catalog.

Credit established by CLEP at an institution participating in the Iowa Community Colleges/Regents' Universities Credit by Examination Agreement will be accepted in transfer at full value when terms of the agreement are met.

Students who have established credit by CLEP at a college or university other than an Iowa Regents' University or an Iowa area community college participating in the Iowa Credit by Examination Agreement, may submit official reports of their scores for consideration. Students whose scores meet UNI standards for awarding credit on the basis of CLEP will receive appropriate credit.

A student may not earn credit by examination in an area in which s(he) 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 such time that a W for a grade was earned is considered to be an attempted course.

Fee payment, registration procedures, and test date information are available by contacting:

Office of Examination Services
007 Innovative Teaching and Technology Center
319-273-6023
www.uni.edu/unialc

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.

Graduate Credit for Undergraduate Students

An undergraduate student of senior standing (90 or more credits earned) at the time of registration, earning the first bachelors degree, and with a cumulative GPA of at least 3.00, may register for a maximum of 12 credit hours for graduate credit. Such registration requires approval on a student request form (available at <http://access.uni.edu/forms/index.shtml> 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.

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 the Registrar. 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 one of these classifications. They must be admitted either to graduate Degree or Non-Degree Status before they can receive graduate credit for their course work (courses numbered 100g or 200/6000-level; see course description section for 4-digit numbering for 100g-level courses). **Retroactive granting of graduate credit for course work taken while in post-baccalaureate, undergraduate**

Academic Regulations

status will not be done if, when the course work was taken, the student received financial aid dependent on undergraduate status.

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.

Academic Ethics Policies

Students at the University of Northern Iowa are required to observe the commonly-accepted standards of academic honesty and integrity. Except in those instances in which group work is specifically authorized by the instructor of the class, no work which is not solely the student's is to be submitted to a professor in the form of an examination paper, a term paper, class project, research project, or thesis project.

Cheating of any kind on examinations and/or plagiarism of papers or projects is strictly prohibited. Also unacceptable are the purchase of papers from commercial sources, using a single paper to meet the requirement of more than one class (except in instances authorized and considered appropriate by the professors of the two classes), and submission of a term paper or project completed by any individual other than the student submitting the work. Students are cautioned that plagiarism is defined as the process of stealing or passing off as one's own the ideas or words of another, or presenting as one's own an idea or product which is derived from an existing source.

It is not acceptable for the work or ideas of another scholar to be presented as a student's own or to be utilized in a paper or project without proper citation. To avoid any appearance of plagiarism or accidental plagiarism, it is important that all students become fully cognizant of the citation procedures utilized in their own discipline and in the classes which they take. The plea of ignorance regarding citation procedures or of carelessness in citation is not a compelling defense against allegations of plagiarism. A college student, by the fact that s(he) holds that status, is expected to understand the distinction between proper scholarly use of others' work and plagiarism.

A student who is found to have improperly used others' work must expect to be penalized for such action - even if the argument is made that the action was taken with innocent intention - and the student's instructor will normally judge such work unacceptable. But it should

be noted that the assignment of a low or failing grade for unacceptable work is not in itself a **disciplinary** action - even if the assignment of such a grade results in the student's receiving a lower grade in the course, including F, than s(he) would otherwise achieve. Such a response by an instructor is part of the normal grading process; if a student feels that s(he) has grounds to protest a grade received through this process, the student has access to the academic grievance procedure which the university has developed to deal with all student academic grievances.

On the other hand, cheating and plagiarism are issues which can affect a student's status at the university in more serious ways. As an educational institution, the university maintains standards of ethical academic behavior, and recognizes its responsibility to enforce these standards. Therefore, the following procedures of **academic discipline** prevail at the University of Northern Iowa.

If a student is determined by an instructor to have committed a violation of academic ethics, the instructor may take additional **disciplinary** action including, but not limited to, grade reduction for the course in which the infraction occurs, even if the reduction is over and above the normal consequences resulting from the grade merited by the unacceptable work.

In cases where such disciplinary action is taken, the instructor is obliged to report the action in writing, to the student, to the instructor's department head, (and, if the student is from a different department, to the head of the student's department), and to the Office of the Executive Vice President and Provost for Academic Affairs. The Executive Vice President and Provost for Academic Affairs will notify the student in writing that such action has been taken, and will maintain a file for each student so disciplined. (This file is confidential and is independent of the student's normal university records.)

A student wishing to appeal or dispute the disciplinary action taken may seek redress through the university academic grievance structure. In the case of a successful grievance, the evidence of the disciplinary action taken by the instructor will be expunged from the student's file by the Executive Vice President and Provost for Academic Affairs.

In cases of particularly flagrant violations of academic ethics relating to cheating or plagiarism, the instructor may feel obliged to recommend suspension from the University of Northern Iowa for a period ranging from the term in which the infraction occurs (with a loss of all credit earned during that term) to permanent suspension from the university.

Such recommendations are sent in writing to the department head and the Executive Vice President and Provost for Academic Affairs, the latter of whom informs the student in writing that the recommendation has been made. In such cases, the academic appeals procedure is automatically invoked by the Executive Vice President and Provost for Academic Affairs. Until the mandatory academic appeal in such cases has been completed, the recommended suspension is not in effect. In cases of a successful appeal to such action, the materials relating to the successfully grieved disciplinary action will be expunged from all university records.

Finally, the Executive Vice President and Provost for Academic Affairs will regularly monitor all files relating to disciplinary action taken against specific students. If the monitoring reveals a history of disciplinary actions taken against a particular student (excluding any actions which have been successfully grieved) such that there are three or more instances of such action subsequent to any academic grievances generated by such actions, the Executive Vice President and Provost for Academic Affairs will, as a matter of course, institute proceedings for permanent suspension of that student. The procedures demand that the Executive Vice President and Provost for Academic Affairs notify the student in writing that suspension procedures have

been invoked, and there is an automatic appeal to the university academic grievance structure in all such cases.

All parts of the academic grievance structure (including those stipulated in the immediately preceding paragraph) apply in such cases, except that the Executive Vice President and Provost for Academic Affairs, as the disciplinary officer, functions in the role of the instructor in an academic grievance relating to a specific class.

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.

Academic Grievances/ Undergraduate Students

Equitable due process in academic matters is provided in grievance procedures for undergraduate students. These procedures are published annually in the *Northern Iowan* in the Student Rights and Responsibilities Statement. Copies are also available in all departmental offices and the Office of the Executive Vice President and Provost, Seerley 1.

Academic Grievances/Graduate Students

For graduate students and graduate assistants, equitable due process in academic matters is provided in grievance procedures established by the Graduate College. Copies of the grievance procedure guidelines and grievance forms are available in the Office of the Graduate College, Lang 110 and on the web at www.grad.uni.edu/graduate-college/policies-procedures.

UNI Equal Opportunity Policy

Purpose

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

Policy Statement

The University has established its equal opportunity policy as follows:

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 seeks to prohibit discrimination and to promote affirmative action in its educational and employment policies and practices.

(Office of Compliance and Equity Management, Approved 03/02)

(President's Cabinet, Approved 04/01/02)

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 and Harassment Policy

Purpose

To provide guidelines regarding discrimination and harassment applicable to the entire University.

Policy Statement

It is the policy of the University of Northern Iowa that there will be equal employment and educational opportunity without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal and/or state law. This includes the provision of a campus environment that is free from illegal discrimination and harassment. The University will not tolerate any form of illegal discrimination or harassment and will not condone any actions or words that constitute such.

All members of the University community are accountable for compliance with this policy. The University is committed to eliminating illegal discrimination and harassment, wherever they occur in the University community, by taking corrective action as a result of violations of this policy. Violations may lead to disciplinary action up to and including separation from the University.

Discrimination

Discrimination occurs when an individual is treated adversely because of that individual's membership in one of the legally protected groups listed above.

Harassment

Harassment occurs when unwelcome conduct based on an individual's membership in a protected group unreasonably interferes with the individual's work or academic environment.

Sexual Harassment

Sexual harassment occurs when an individual is subjected to unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

Academic Regulations

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, academic, or social environment.

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. Further, the individual with the power in the relationship will bear the burden of responsibility should a complaint of sexual harassment be filed. 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.

Confidentiality

Complaints of discrimination or harassment filed with the University will be treated with the utmost privacy possible to the extent allowed by law, while also assuring a complete investigation. University personnel involved in or responsible for any aspect of a complaint shall maintain such confidentiality throughout the processing of the complaint.

Should the complainant publicly discuss the complaint, the University shall be relieved of its confidentiality obligations related to the disclosed information under this policy.

Retaliation

The University seeks to create an environment where its students and employees are free, without fear of reprisal, to use these procedures to determine if there has been a violation of their civil rights. Any act of retaliation will result in appropriate disciplinary action. Similarly, persons who use this process to bring frivolous or otherwise bad faith allegations against an employee shall be subject to disciplinary action.

Reporting Responsibilities

All University employees in a supervisory capacity are required to report to the Office of Compliance and Equity Management any allegation of discrimination and/or harassment of which they are made aware. The confidentiality of all parties will be honored to the extent legally allowed and which provides for an appropriate investigation. Persons seeking information or guidance concerning potential discrimination or harassment allegations are advised that the University may need to take action once it is informed of an allegation whether or not the person wants to pursue a complaint.

Non-supervisory employees are strongly encouraged to report allegations of discrimination and/or harassment to any supervisor or directly to the Office of Compliance and Equity Management.

Disabilities

In order to receive assistance with requests for accommodations, a student with a disability must contact the Office of Student Disability Services. An employee with a disability who wishes to request an accommodation should contact his/her supervisor or the coordinator of employee disability services located in Human Resource Services. A visitor with a disability who wishes to request an accommodation

should contact Human Resource Services. If an employee or student feels his/her rights under the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990 have been violated, they may consult with the Office of Compliance and Equity Management and/or utilize the following procedures.

Procedure for Resolution

An allegation of discrimination and/or harassment against a University employee, vendor, or other third party should be addressed to the Office of Compliance and Equity Management. An allegation against a student should be reported to the Dean of Students and will be resolved through student conduct procedures.

Except in cases involving criminal activity and/or sexual assault, an employee or student alleging discrimination and/or harassment under this policy is encouraged to discuss the allegation with the head of the department in which the alleged discrimination and/or harassment 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 determined to be 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 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, the individual is strongly encouraged to file a report with UNI Police. Such reports will not be handled informally within the department.

The Office of Compliance and Equity Management will provide a complaint form, which the complainant will then complete and return. The complaint will describe the alleged discrimination and/or harassment, the specific type of discrimination and/or harassment being alleged, and name of person(s) against whom the complaint is being filed.

The Office of Compliance and Equity Management will acknowledge the receipt of the complaint in writing and will also notify in writing the following parties: the accused person and his/her department head/director, dean, vice president, and the president. When deemed appropriate by the Office of Compliance and Equity Management, the complainant is given the option to resolve the complaint through mediation rather than investigation. Only if both the complainant and accused agree to mediation will that option be utilized. In the event that either party declines mediation, the Office of Compliance and Equity Management will conduct an investigation of the alleged discrimination and/or harassment charges. Cases of sexual harassment will generally not be considered for mediation.

Following is the process for the investigation of complaints which have not been resolved through mediation:

A person designated by the Office of Compliance and Equity Management will initiate an investigation into the allegations. A typical investigation will involve meeting with the person filing the complaint, the person(s) named in the complaint, and with other persons who may have knowledge relevant to the investigation.

The Assistant to the President for Compliance and Equity Management will receive a report of the investigation from the designated investigator. S/he will render a finding of sufficient or insufficient evidence that this policy has been violated. This determination will be based upon the evidence obtained as a result of the investigation process. The complainant and the accused will be notified of the finding in writing. The accused person's department

head/director, dean, vice president, and the president will also be notified.

In the event that there is a finding of a violation of University policy, the vice president of the accused will determine appropriate disciplinary sanctions based on the recommendation from the Office of Compliance and Equity Management, and will notify in writing the accused and the Office of Compliance and Equity Management of his/her decision. This written decision must be issued within fifteen working days of the date of the notice from the Office of Compliance and Equity Management. If the vice president serves as a party or witness in an investigation, the notice will be sent to the president for determination of disciplinary sanctions. This is the conclusion of the internal procedures under this policy.

(Office of Compliance and Equity Management, Approved 03/02, Amended 06/07, Amended 02/09)

(President's Cabinet, Approved 04/01/02, Amended 06/07, Amended 02/09)

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

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**

Undergraduate Information and Degree Requirements

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*

a. Life Sciences - 3 hrs.

b. Physical Sciences - 3 hrs.

ii *Category 5. Social Science*

a. Group A (1 course) - 2-3 hrs.

b. 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 92 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 92 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 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.
- 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

The A.A. degree from all Iowa community colleges fulfills the majority of the Liberal Arts requirements at UNI. 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.

When offered on-site, the second two years are taught by UNI faculty through a mix of delivery systems including on-site classes, classes over the Iowa Communication Network, or web-based course work. All 2+2 programs offer the same classes as programs offered on the UNI campus.

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 \$4,000 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 \$4,000 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 \$4,000 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.

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).

Undergraduate Information and Degree Requirements

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 and Evolution Emphasis
- Biology: Biomedical Emphasis
- Chemistry
- Chemistry-Marketing
- Communication
- Communication/Electronic Media
- Communication/Public Relations
- Communicative Disorders
- Computer Science
- Criminology
- Earth Science
- 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

Minors

- Accounting
- Anthropology
- Art
- Art History
- Biology
- 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
- 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
- Sociology
- Spanish
- 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 on this program 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 for the 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 must 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) or INSTTECH 1031 (240:031)	Secondary Educational Technology and Design Educational Technology and Design	2-3
TEACHING 4170/5170 (280:170g)	Human Relations: Awareness and Application **	3
Level I		
EDPSYCH 2017 (200:017)	Field Experience: Exploring Teaching	1
EDPSYCH 2030 (200:030)	Dynamics of Human Development	3
Level II ***		
EDPSYCH 3128 (200:128)	Field Experience: Teacher as Change Agent (must be taken at UNI)	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	

Undergraduate Information and Degree Requirements

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
<hr/>	
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, have completed Level II, 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 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 modern language may be required to complete INSTTECH 1020 (240:020) or INSTTECH 1031 (240:031), depending upon the new major.

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)**;
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 Director of Teacher Education 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
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. The professional laboratory 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 Program 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 must 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*;
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, effective January 1, 2009, 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 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:

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 Standards for the 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)
- Technology Education
- TESOL/Modern Language

Minors

- Basic Science (K-8)
- Biology
- Chemistry
- Coaching
- Communication-Theatre
- Early Childhood Special Education
- Earth Science
- English
- Health Education
- History
- Instructional Strategist I: Mild/Moderate K-8
- Instructional Strategist I: Mild/Moderate 5-12
- Instructional Strategist II: Mental Disabilities K-12
- 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 artists-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 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 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 I in Theory, Aural Training, and Sight Singing. The music faculty

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will evaluate the performance in these areas to determine School of Music admissibility for each transfer student.

Participation in a performance organization 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

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/continuinged/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 numbered 000-099* are open primarily to freshmen and sophomores. Courses numbered 100-199* are open primarily to juniors and seniors.

* See course descriptions for 4-digit numbers (implemented Fall 2011) associated with 100-level courses.

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:

UNIV 1059 First Year Cornerstone *

ENGLISH 1005 College Writing and Research
(620:005) **

ENGLISH 2015 Craft of Academic Writing ***
(620:015)

ENGLISH 2120 Critical Writing About
(620:034) Literature ^

B. Speaking and Listening # 3

UNIV 1059 First Year Cornerstone *

COMM 1000 Oral Communication
(48C:001)

Or two courses distributed as follows:

COMM 2255 Public Speaking
(48C:071)

or COMM 2256 Oral Interpretation: Texts in Performance
(48C:011)

or COMM 2257 Argumentation and Debate
(48C:074)

AND

COMM 1205 Group Communication Skills
(48C:031)

or COMM 2344 Interpersonal Communication
(48C:004)

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C. Quantitative Techniques and Understanding ^{##} 3

Select one of the following:

MATH 1100 Mathematics in Decision
(800:023) Making

MATH 1420 Calculus I
(800:060)

STAT 1772 Introduction to Statistical
(800:072) Methods

STAT 1774 Introductory Statistics for Life
(800:064) Sciences

CS 1025 (810:025) Computational Modeling and
Simulation

Elementary Education students may meet the
Category 1C requirement by completing MATH
1201 (800:031).

D. Personal Wellness 3

HPELS 1010 Personal Wellness
(440:010)

Total Hours 12

* This course will be taught in 2-semester increments and a student must complete both semesters or will not apply to LAC 1A and 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 Humanities I: The Ancient,
(680:021) Classical, and Medieval
Worlds

HUM 1022 Humanities II: The
(680:022) Renaissance, Reformation,
and Enlightenment

HUM 1023 Humanities III: The Age of
(680:023) Revolution to the Present

B. Non-Western Cultures 3

HUM 3121 Russia/Soviet Union
(680:121)

HUM 3122 Japan
(680:122)

HUM 3123 Latin America
(680:123)

HUM 3124 China
(680:124)

HUM 3125 India
(680:125)

HUM 3127 Middle East
(680:127)

HUM 3128 Africa
(680:128)

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 Survey of Dance History
(420:034)

THEATRE 1002 The Theatrical Arts and
(490:002) Society

MUSIC 1100 Soundscapes: Music in
(520:010) Culture

ART 1002 Visual Inventions
(600:002)

ARTHIST 1004 Visual Perceptions
(600:004)

MUS HIST 1020 (590:002) may substitute for the
Fine Arts requirement for all music majors.

B. Literature, Philosophy, or Religion 3

ENGLISH 1120 Introduction to Literature
(620:031)

RELS 1020 Religions of the World
(640:024)

PHIL 1020 Philosophy: The Art of
(650:021) Thinking

FREN 1120 Introduction to Francophone
(720:031) Literature in Translation

GER 1120 Introduction to German
(740:031) Literature in Translation

SLAV 1120 Introduction to Russian
(770:031) Literature in Translation

PORT 1031 Introduction to Portuguese
(790:031) 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 Human Origins
(990:010)

BIOL 1012 Life: The Natural World
(840:012)

BIOL 1013 Life: The Natural World - Lab
(840:013) *

BIOL 1014 Life: Continuity and Change
(840:014)

BIOL 1015 Life: Continuity and Change -
(840:015) Lab *

BIOL 1033 Principles of Microbiology *
(840:033)

BIOL 2051 General Biology: Organismal
(840:051) Diversity *

BIOL 2052 General Biology: Cell
(840:052) Structure and Function *

BIOL 3101 Anatomy and Physiology I *
(840:101)

SCI ED 1200 Inquiry into Life Science *
(820:032)

B. Physical Sciences 3

Select one of the following:

CHEM 1010 Principles of Chemistry *
(860:010)

CHEM 1011 Molecules and Life *
(860:011)

CHEM 1020 Chemical Technology *
(860:020)

CHEM 1110 General Chemistry I *
(860:044)

CHEM 1130 General Chemistry I-II *
(860:070)

EARTHSCI 1100 Astronomy **
(870:010)

EARTHSCI 1110 Astronomy Laboratory *
(870:011)

EARTHSCI 1200 Elements of Weather
(870:021)

EARTHSCI 1210 Elements of Weather
(870:022) Laboratory *

EARTHSCI 1300 Introduction to Geology *
(870:031)

EARTHSCI 3328 Fossils and Evolution
(870:125)

GEOG 1210 Physical Geography **
(970:026)

PHYSICS 1000 Physics in Everyday Life
(880:012)

PHYSICS 1400 Conceptual Physics *
(880:011)

PHYSICS 1511 General Physics I *
(880:054)

PHYSICS 1701 Physics I for Science and
(880:130) Engineering *

SCI ED 1100 Inquiry into Earth and Space
(820:033) Science *

SCI ED 1300 Inquiry into Physical Science *
(820:031)

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 perspectives, ranging from the societal and cultural to the institutional, individual, and topical viewpoints. Students are exposed to the diversity of sociocultural systems created by human beings during their evolutionary development, and examine the manner in which behavior is influenced by environmental, sociocultural, psychological, and historical processes.

Required: one course from group A, one course from group B, and one course from group A, B, or C. (Students cannot count both GEOG 1120 (970:010) and GEOG 1110 (970:040) toward the Liberal Arts Core.)

A. Group A Sociocultural and Historical Perspectives 3

ANTH 1002 Culture, Nature, and Society
(990:011)

GEOG 1110 World Geography
(970:040)

GEOG 1120 Human Geography
(970:010)

SOC 1000 (980:001) Introduction to Sociology

SOC SCI 1023 American Civilization
(900:023)

WGS 1040 Women's and Gender Studies:
(680:040) Introduction

B. Group B Individual and Institutional Perspectives 3

ECON 1031 Introduction to Economics *
(920:024)

FAM SERV 1010 Human Identity and
(31F:010) Relationships

POL AMER 1014 Introduction to American
(942:014) Politics

POL INTL 1024 International Relations
(943:024)

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PSYCH 1001 (400:001)	Introduction to Psychology	
C. Group C Topical Perspectives		3
EDPSYCH 2030 (200:030)	Dynamics of Human Development	
POL GEN 1020 (940:020)	Contemporary Political Problems	
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/vpaa/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.
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

Department of Educational Leadership and Postsecondary Education

- Advanced Studies Certificate in Educational Leadership
 - Emphasis: Principalship
 - Emphasis: Superintendency Preparation Program

Department of Finance

- Financial Analysis Certificate

Department of Geography

- Certificate in Cartography and Geographic Information Systems (GIS)

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
- Certificate in Translation: Spanish

Department of Marketing

- Certificate in Entrepreneurship
- Certificate in Financial and Real Estate Sales for Business Majors

Department of Mathematics

- Certificate in Continuous Quality Improvement

School of Music

- Artist Diploma (I)
- Artist Diploma (II)

Department of Political Science

- Certificate in International Peace and Security
- Certificate in State and Local Government

Department of Psychology

- Industrial and Organizational Psychology Certificate

Department of Social Work

- Social Work Certificate
- Substance Abuse Counseling Certificate

Department of Sociology, Anthropology, and Criminology

- Certificate in Crime Mapping and Analysis
- 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

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. 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 36 weeks spent in residence *at this university* while earning in such residence 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.
4. The last semester or full summer session before graduation spent in residence at this university.

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.

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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 100-199* and taken at this university.

* See course descriptions for 4-digit numbers (to be 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.

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)

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 teaching 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

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. Four intensive study areas are available through this Doctor of Education degree program: allied health, recreation, and community services; curriculum and instruction; educational leadership; and special education.

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.)**, 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 students whose career interests are in the fields of business - those already working in the general community, as well as students who have not yet entered their major

career field. 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 and Biology 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, 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 if they satisfy the requirements for admission to graduate study.

Graduate Credit for Undergraduate Students

An undergraduate student of senior standing (90 or more credits earned) at the time of registration, earning the first bachelors degree, and with a cumulative GPA of at least 3.00, may register for a maximum of 12 credit hours for graduate credit. Such registration requires approval on a student request form (available at <http://access.uni.edu/forms/index.shtml> 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.

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.

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 the Registrar. 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 one of these classifications. They must be admitted either to graduate Degree or Non-Degree Status before they can receive graduate credit for their course work (courses numbered 100g or 200/6000-level; see course description section for 4-digit numbering for 100g-level courses). **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.**

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. Applications can be obtained and completed online 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 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 or designee.

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 <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.

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 apply credit earned toward a graduate program.*

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 registration.

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**

Graduate Information, Admission, Academic Regulations, and Degree Requirements

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; and any required test scores (GRE, GMAT). Departments may require additional application materials (departmental application, letters of reference, goal statement, application for assistantship and/or tuition scholarship, etc.). U.S. students should contact the department for this information and submit these items directly to the department.

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 Admissions
002 Gilchrist Hall
University of Northern Iowa
Cedar Falls, IA 50614-0018, U.S.A.

Requests 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 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 or designee. 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.**

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 agencies **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 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.

Additional admission requirements (e.g., departmental application, letters of reference, goal statement, etc.) may be established by departments. Students should contact the department for this information.

Students will be admitted to **Degree Status** on one of two bases:

1. Unconditional Status

The minimum undergraduate grade point average, or prior graduate degree grade point average, 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, have submitted all official transcripts, and are deemed qualified by academic departments 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 (with an undergraduate and prior graduate GPA less than 3.00) 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 in writing upon admission 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 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 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).

Requirements for Admission to Non-Degree Status

Non-Degree Status has been established for the post-baccalaureate student who:

1. wishes to take 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 an accredited college or university. 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 if non-degree status.

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.**

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 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.

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 designed to contribute to the student's graduate education.

A full assistantship for a semester carries a stipend paid in equal installments over a 5-month period. Half-assistantship stipends 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.

Graduate students receiving an assistantship stipend 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. However, students receiving an assistantship stipend cannot be otherwise employed on campus, except as an hourly student employee outside of the department or area of the assistantship.

To be eligible, graduate students must have a minimum 3.00 GPA. 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 assistantship stipends must be enrolled full-time (9+ graduate hours to a maximum of 15 hours per semester) in courses applying to their degree. Once students have completed their degree credit hours, the graduate assistantship expires, even if students are taking additional classes. The assistantship does not support students beyond degree completion.

Assistantship application forms may be obtained from the department in which the student is applying for an assistantship. **Applications should be filed by February 1 with the department.**

Recommendations for awarding assistantship stipends are made by the department head or designee who forwards those to be recommended to the Graduate College. Graduate assistantship stipends are awarded 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 have Degree Status and must have a minimum 3.00 GPA. 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 to a maximum of 15 hours per semester) in courses applying to their degree. Full or half tuition scholarships are available. Once students have completed their degree credit hours, the tuition

Graduate Information, Admission, Academic Regulations, and Degree Requirements

scholarship expires, even if students are taking additional classes. The scholarship does not support students beyond degree completion.

Scholarship application forms may be obtained from the department office in which the student is applying for a scholarship. **Applications should be filed by February 1 with the department.**

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.

Schedule of Fees

Refer to this University Catalog for further details.

Student Life

Refer to this University Catalog for further details.

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 programs of study (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 graduate student requests online through MyUNiverse.** For graduate students the link to the student request system is located on the MyUNiverse Student Center tab, 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.

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 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 in the 100(g)/5000 series and 200/6000 series. **A graduate student may take courses in the 100 series (without g) or below (0000-4999) for undergraduate credit, but such courses do not carry graduate credit and may not be used on a graduate degree.** However,

all courses graduate or undergraduate, taken as a graduate student, count in determining the cumulative grade point average, except approved non-graded graduate course work.

3. Continuous registration

Graduate students who have completed all of their program courses but not 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 xxx:29C/xxxx 629C, Continuous Graduate Student (xxx/xxxx refers to the student's major department), and assessed a \$50 fee. Continuous enrollment insures that students can access their university email accounts and utilize the library and its services through graduation.

Program of Study (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 their 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 all 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 program 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. The original grade for any repeated course will be included in computation for the Plan GPA, as well as in the overall cumulative GPA. 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. Courses taken for undergraduate credit are also included in the 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 graduate degree is seven years from the earliest course applied to the degree. Courses taken more than seven years 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, 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 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. Nongraded credit

Up to 3 credit hours of graduate nongraded course work may be applied to the degree. Exceptions are practica, internships, 299/6299 and 399/7399 Research and xxx:29R/629R Directed Research.

4. Credit from Other Institutions

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 doctoral programs may allow a smaller fraction of transfer hours. Transfer credit is not processed for students in non-degree status. **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). Transfer courses *taken after degree admission* will not be processed or approved for inclusion in the program of study until official transcripts for these courses are filed with the Office of Admissions, and a Graduate Transfer Evaluation form is completed (available on MyUNIverse at <https://access.uni.edu/forms/index.shtml#G>). 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. *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.

After a course has been ruled eligible for graduate transfer credit by the Office of Admissions, the student may submit an online Student Request to transfer the course and use it on the graduate degree. Credits not needed to meet degree requirements will not be transferred. Application of eligible transfer courses to the UNI degree program requires approval by the program. 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.

5. Correspondence credit

Correspondence courses (specified as Guided Independent Study 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 100g/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. The combination of transfer credit and correspondence credit cannot exceed one-third of a program of study.

6. 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.

7. Residence

At least two-thirds of the minimum hours required for a particular master, specialist or doctor of education degree program must be taken with members of the UNI graduate faculty. The Doctor of Technology degree program has a different residence requirement. 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.

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.

8. Policies Regarding Course Grades of Incomplete

Work reported as *Incomplete (I)* in the fall session for graduate students must be completed by June 1 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 by the Dean of the Graduate College (or designee). Requests for exceptions must be submitted online at MyUNIverse (see Filing Graduate Student Requests).

Graduate Probation and Suspension - Degree Status Students

Graduate students on 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, B, C, D, F, W, I, RC, CR, NC) or for which the term of the course has 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. Students placed on academic suspension cannot enroll in non-degree graduate status or take courses for the student's degree during the year of academic 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 Study and receive approval from the graduate program/department and the Graduate College for reinstatement and removal from suspension. The Application for

Readmission to Graduate Study is not available online. It may only be obtained from the Graduate College.

A student reinstated after suspension who fails to attain a GPA of 3.00 after the first enrollment period will be permanently suspended from the graduate program.

In determining a graduate student's grade index, 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 index.**

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 her/his designee).

Graduate Probation and Suspension - Non Degree Status Student

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

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 program of study, 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 her/his 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.

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

EDPSYCH 6214 (200:214)	Foundations of Instructional Psychology	3
SOCFOUND 6234 (260:234)	Philosophy of Education	3
MEASRES 6205 (250:205)	Educational Research	3

Master of Arts

Professional Core A-
Required only by certain majors.

Master of Music

No core required.

Professional Science Master’s

No core required.

Master of Science

No core required.

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. 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.

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 end of classes of the spring term.

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 Accounting		
No core required.		
Master of Arts in Education		
EDPSYCH 6214	Foundations of Instructional Psychology	3
(200:214)		
SOCFOUND 6234	Philosophy of Education	3
(260:234)		
MEASRES 6205	Educational Research	3
(250:205)		

Master of Arts

Professional Core A- Required only by certain majors.

Master of Business Administration

No core required.

Master of Music

No core required.

Master of Public Policy

No core required.

Master of Science

No core required.

Master of Social Work

No core required.

Professional Science Master’s

No core required.

Professional Core A

Prerequisite: teacher licensure or equivalent)

EDPSYCH 6214 (200:214)	Foundations of Instructional Psychology	3
SOCFOUND 6234 (260:234)	Philosophy of Education	3
MEASRES 6205 (250:205)	Educational Research	3

A course in curriculum or methods of instruction in the major field or any additional course numbered 200/600-level from courses in the EDPSYCH xxxx (200:xxx), ELEMECML xxxx (210:xxx), SPED xxxx (220:xxx), LITED xxxx (230:xxx), INSTTECH xxxx (240:xxx), MEASRES xxxx (250:xxx), SOCFOUND xxxx (260:xxx), EDLEAD xxxx (270:xxx), TEACHING xxxx (280:xxx) series.

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 end of classes of the spring term.

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. 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.

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:

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 xxx:299/6299 Research 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 in the departmental office.

Research carries residence credit and may be pursued either on or off campus, but **not** in an extension class. There is no prerequisite, although it is strongly recommended that 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 <http://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 (<http://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 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 in the program of study. 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 her/his 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 program of study 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. 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 project 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.

F. Filing of thesis

Students must present two copies of the thesis in final form, either originals or photocopies, to the Graduate College no later than six weeks before graduation. **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 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 suitable for microfilming, with uniform darkness, and a sharp imprint.

When the thesis is submitted to the Graduate College, a charge will be put on the student's bill for the cost of the thesis binding. 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.

In addition to the two copies required by the Graduate College, the department awarding the degree requires copies. Students should check with their department, as the number varies.

G. Filing of abstract of thesis

An abstract or summary of the thesis is required of all students following the thesis plan toward the master's degree. The abstract will be approximately 350 words in length and is submitted with the thesis. **Three copies of the abstract must be filed in the Graduate College.**

Summary of Hour Requirements

A summary of the hour requirements for both the thesis and the non-thesis plans is listed below. **Additional hours may be required by departments for individuals on specific programs or special objectives.**

Thesis

Minimum graduate hours required *	30
Minimum hours of credit at UNI	20
Maximum usable hours in transfer and correspondence** credit combined ***	10

Maximum usable hours of correspondence** credit (requires Graduate College preapproval)	3
Maximum usable hours of workshop credit	6
Minimum hours required in courses numbered 200/6000 and above at UNI †	15

- * Includes 6 to 9 hours for research (xxx:299/6299), depending on the master’s program.
- ** 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	20
Maximum usable hours of correspondence** credit combined ***	10
Maximum usable hours in transfer correspondence** credit (requires Graduate College preapproval)	3
Maximum usable hours of workshop credit	6
Minimum hours required in courses numbered 200/6000 and above at UNI †	12

- * Includes at least one research 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 from the first degree may be used for the second degree.** 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 a first Master’s degree. No course may apply to both the first Master’s degree and a doctoral degree. No course may be applied to more than two 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 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 lower limits.

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 contact the Department of Accounting for any other admission 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 contact the appropriate department for any other admission requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission.

The Master of Arts program is a highly flexible one. The plan of study prescribed for each student depends upon the student’s undergraduate preparation, experience, and future plans. The needs of the student, as determined by the student and her/his advisor and departmental committee, are the guiding factors in course selection. It should be stressed, however, that regardless of the plan of study followed, graduate work leading to the degree of Master of Arts should constitute a cohesive, logically planned program, not merely an accumulation of credit in a variety of courses. On most programs both the thesis and the non-thesis plans are available.

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.

A number of curricula lead to the degree of Master of Arts. Programs are available for advanced preparation of elementary and secondary teachers, for college teaching, and for graduate study without reference to teaching. The following majors are offered:

- Art Education
- Communication Studies
- Counseling

Graduate Information, Admission, Academic Regulations, and Degree Requirements

- Curriculum and Instruction: Instructional Technology
- English
- Geography
- Health Education
- History
- Leisure Services-Youth and Human Services
- Mathematics
- Mathematics for the Middle Grades (4-8)
- Music
- Performance and Training Technology
- Philanthropy and Nonprofit Development
- Physical Education
- Psychology
- School Library Studies
- Science Education
- Social Science
- Spanish
- Speech-Language Pathology
- Teaching English in Secondary Schools
- Teaching English to Speakers of Other Languages (TESOL)
- TESOL/Modern Languages
- Women's and Gender Studies

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 contact the appropriate department for any other admission requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission.

This degree is designed for students whose work is primarily in professional education. Two plans of study leading to the degree of Master of Arts in Education are available: one plan requires the writing of a thesis; the other does not.

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.

Although a special curriculum is not available for supervisors of student teaching, a student can arrange a program to qualify for such a position.

The following majors are offered:

Department of Curriculum and Instruction

- Curriculum and Instruction: *Specialty Area Focus*
 - Curriculum and Instruction: Early Childhood Education
 - Curriculum and Instruction: Elementary Education
 - Curriculum and Instruction: Literacy Education

Department of Educational Leadership and Postsecondary Education

- Postsecondary Education: Student Affairs
- Principalship

Department of Educational Psychology and Foundations

- Educational Psychology
- 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 contact the College of Business Administration for any other admission 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 on 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.

Master of Music Degree

Students interested in the Master of Music degree must submit a completed Application for Admission to Graduate Study and should contact the School of Music for any other admission 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
- or 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.

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 contact the Public Policy program for other admission 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, economics, and history to the analysis of public policy. The core also includes methods courses that provide training in the rigorous methods of policy analysis required of professionals in the field.

Focus courses allow students to develop an understanding of a particular substantive or methodological area of policy analysis. Continuing participation in seminars allows discussion of current practice and development, provides a forum for on-going discussion, and includes philosophical orientation to the ethical questions which arise in policy contexts. An internship with a public policy organization introduces students to the professional environment and allows application of 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

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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 Public Policy 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 contact the appropriate department for any other admission 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
- Biology

Master of Social Work Degree

Students interested in the program must submit a completed Application for Admission to Graduate Study and should contact the Department of Social Work for any other admission 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 advanced micro 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 contact the appropriate department for any other admission 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
- Ecosystem Management
- Industrial 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 contact the Department of Educational Psychology and Foundations for any other admission 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 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

- A. Students must pass a comprehensive oral examination, including a defense of the thesis, if required.
- B. Students may be required by the departmental committee to pass a written comprehensive examination. If required, it should precede the oral examination.

6. Thesis

Students who did not complete a thesis for the master's degree must complete one for the specialist's degree. The department may require students who have written a master's thesis to write a thesis for the specialist's degree also. The thesis is to be prepared and submitted in accordance with the most current edition of the Graduate College *Thesis and Dissertation Manual* at <http://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 (<http://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 a 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. 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 project 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.

E. Filing of Thesis

Students must present two copies of the thesis in final form, either originals or photocopies, to the Graduate College no later than six weeks before graduation. 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 <http://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 suitable for microfilming, with uniform darkness, and a sharp imprint.

When a thesis is submitted to the Graduate College, a charge will be put on the student's bill for the cost of the thesis binding. Students will also indicate to the Office of the Graduate College the name and edition of the style manual used in preparing the thesis. Consult the *Thesis and Dissertation Manual* at <http://www.grad.uni.edu/thesis-dissertation> for the list of approved style manuals.

In addition to two copies for the Graduate College, the department requires copies. Students should check with the department awarding the degree regarding the number of additional copies required, as these vary.

F. Filing of Abstract of Thesis

An abstract or summary of the thesis is required of all students following the thesis plan toward the specialist's degree. The abstract will be approximately 350 words in length and is submitted with the thesis. **Three copies of the abstract must be filed in the Office of the Graduate College.**

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. 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.

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 end of classes of the spring term.

Doctor of Education Degree

Students interested in the Doctor of Education degree must submit a completed Application for Admission to Graduate Study and should contact the appropriate department for any other admission requirements. Graduate information and application for graduate admission can be found at www.grad.uni.edu/admission.

This program is intended to provide practicing educators 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.** The Graduate Record Examination (General Test) is required for admission to the program in most intensive study areas. There are three components to the program:

Professional Common Core (work in educational foundations, fundamentals, and research)	15
Advanced Professional Study (in one of four areas of intensive study and a related area)	38
Dissertation	7
Total Hours	60

By design, then, *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 four areas of intensive study provide for a specialized focus on practice. The four intensive study areas are:

- *Allied Health, Recreation, and Community Services*
- *Curriculum and Instruction*
- *Educational Leadership and*
- *Special Education*

(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 four areas are as 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, focus 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 student's needs, interests, and upon approval by an academic advisor and program of study committee. (For more information, contact the Chair of Leisure, Youth and Human Services Division, the Health Promotion and Education Division, or 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 and adult learners. (For more information, contact the Head, Department of Curriculum and Instruction.)

Educational Leadership

This area of intensive study involves the preparation of personnel for leadership roles in PK-12 schools, postsecondary institutions, and non-school educational settings. (For more information, contact the Head, Department of Educational Leadership, Counseling, and Postsecondary Education.)

Special Education

This area of intensive study is designed to provide students with a variety of leadership positions in public schools, higher education and human services agencies serving infants, children, youth and adults with disabilities. This program will center on preparing leaders who will be able to promote new meanings about diversity, develop inclusive school cultures and instructional programs, and forge productive relationships between schools and their communities.

(For more information, contact the Head, Department of Special Education.)

Specific program requirements are listed within each department (Department of Curriculum and Instruction; Department of Educational Leadership and Postsecondary Education; School of Health, Physical Education and Leisure Services; and Department of Special 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 regular admission.
3. **Examinations**

The following examination is required of students enrolled in the Doctor of Education program:

Graduate Record Examination

The Graduate Record Examination 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.

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 intensive study area department for complete application requirements.

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.

Graduate Information, Admission, Academic Regulations, and Degree Requirements

- 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.

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 regular 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 full admission, an advisor will be appointed for each student. In most instances, the advisor will be from the student's area of intensive study. Prior to the completion of 15 semester hours of course work toward the doctorate at the University of Northern Iowa, the student should meet with the advisor to discuss the coursework to be submitted for approval for application to their 38-hour intensive study area.

General Regulations

See also the Common Regulations and Requirements for All Graduate Programs.

1. Maximum academic load

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. See below for additional transfer credit policies.

A student can apply toward a doctorate a combined maximum of 15 hours of transfer credit **and a second or third master's, or specialist degree credit (maximum of 6 hours).**

A. Transfer credit

Usually a maximum of 15 hours of credit from regionally accredited graduate institutions may be applied toward meeting the minimum credit hour requirements for the Doctor of Education degree, subject to the transfer credit eligibility criteria and procedures under Common Regulations and Requirements for All Graduate Programs. Usually not more than 3 hours of acceptable transfer credit may be applied toward any given subcomponents of the *Professional Common Core*. **Hours that have been applied to meet the requirements of another degree cannot be transferred.**

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 or specialist's degree may be applied toward the doctorate, subject to the Recency of Credit regulation. These hours must be approved by the graduate coordinator of the Intensive Study Area and the Department Head.

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- may not 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 15-credit Professional Common core, the 38-credit Advanced Professional Study in one of four intensive study areas, but including a minimum of 6 hours outside the intensive study area, and a Dissertation of 7 credits.

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. Some intensive study areas may require more hours of 200/6000-level or 300/7000-level course work.

B. Research credit

Not more than 6 hours of research [INTDEPED 7399 (190:399) or a departmental 7399] may be applied to the minimum requirements for the degree. Master's-level Research courses xxx:299/6299 may not be applied to a doctoral degree. Directed Research xxx:29R/629R may be taken after all hours of INTDEPED 7399 (190:399) /7399 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 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**

See the Common Regulations and Requirements for All Graduate Programs.

4. **Examinations**

The following examinations are required of all students enrolled in the Doctor of Education program:

A. **Doctoral comprehensive examination**

The candidate requests permission to take the comprehensive examination through the Intensive Study Area office. Normally, such a request is made during the term prior to the administration of the comprehensive examination. The doctoral comprehensive examination is governed by the following conditions:

- i The candidate will have completed 80 percent of her/his program of study.
- ii The candidate will have satisfied the research proficiency requirement.
- iii The examination 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 190:300/7300, the post-comprehensive course registration number. Students who have completed their coursework, but have not yet passed the comprehensive examination, must be registered by the department in xxx:29C Continuous Graduate Student until they have met the enrollment criteria for 190:300/7300 Post-comprehensive Registration.

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, design, and methodology used in conducting the dissertation research.

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 <http://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 and some departments may require the person to be outside the college.

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 7 hours of credit. The first one hour will be INTDEPED 7389 (190:389) /7389 Dissertation Seminar. The remaining 6 hours will be INTDEPED 7399 (190:399) /7399 Research. 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) /7399 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.

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. 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 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. No dissertation will be accepted by the Graduate College for final approval without the completion of this preview.

E. **Oral Defense**

See 4b 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 early enough in the term to meet the Graduate College deadline for final submission.

F. Filing of Dissertation

The student must present four unbound copies of the dissertation in final form, either originals or photocopies, to the Graduate College no later than six weeks before graduation. Failure to meet this deadline will result in a delay in graduation. The requirements for the preparation and filing of the dissertation are set forth in the *Thesis and Dissertation Manual* <http://www.grad.uni.edu/thesis-dissertation>.

Three of the final copies submitted to the Graduate College must be on white, acid free, 24-pound, 25 percent or 100 percent cotton paper. The student may purchase the approved paper at Copyworks or an office supply store. The fourth final copy may be on regular printer paper. Final copies must be clean and suitable for microfilming, with uniform darkness and a sharp imprint.

When a dissertation is submitted to the Graduate College, dissertation fees will be put on the student's university bill (see Dissertation Fees below). Students will also indicate to the Graduate College the name and edition of the style manual used in preparing the dissertation. Consult the *Thesis and Dissertation Manual* <http://www.grad.uni.edu/thesis-dissertation> for the list of approved style manuals.

In addition to the four copies required by the Graduate College the department of the intensive study area requires copies. Students should check with their department, as the number varies.

G. Filing of Abstract of Dissertation

Three copies of an abstract of the dissertation must be filed in the Graduate College at the time of final deposit of the dissertation. Regulations for the dissertation also apply to the abstract. The abstract must not exceed 350 words in length. See the most current edition of *Thesis and Dissertation Manual* <http://www.grad.uni.edu/thesis-dissertation>, for details.

H. Publishing Agreement

A Publishing Microfilm Agreement and Survey of Earned Doctorates must be completed and returned to the Graduate College with the final dissertation. The fourth final copy of the dissertation, which may be on regular printer paper, must accompany the publishing agreement.

The University of Northern Iowa participates in a program sponsored by the Association of Research Libraries and conducted by University Microfilms, Ann Arbor, Michigan, for reproduction of doctoral dissertations on microfilm. If the dissertation has been copyrighted, this information must be included on the university agreement form.

I. Dissertation fees

Several fees are required in connection with the dissertation and will be put on the student's university bill when the dissertation is submitted; these include:

- i a binding fee for the library copies of the dissertation. If a student wishes to bind additional copies, individual arrangements with a binder must be made.
 - ii a publishing fee to cover the cost of digitizing the dissertation and publishing the abstract.
 - iii a copyright fee if the student wishes to have the dissertation copyrighted.
- Students should check with the Graduate College office for the amount of each of the above fees.

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. 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.

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 end 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.

Doctor of Technology Degree

Students interested in the Doctor of Technology degree must submit a completed Application for Admission to Graduate Study and should 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 University of Northern Iowa offers the Doctor of Technology degree to meet the increasing need for advanced degree work in this field. This may include 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 Doctor of Technology degree is designed to develop scholars in the fields of education and industry. Programs emphasize the development of a thorough knowledge of

1. 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.

Program emphasis is on providing the intellectual tools necessary to pursue scholarly research and applied practices in the fields of applied engineering and technology. Efforts will be made to develop in each student the interest and desire required for a leadership role in improving educational and industrial programs and determining directions for future programs. The 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.

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.

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 any accredited 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 a *degree status* or *provisional status* basis.

1. Degree Status Admission

- 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 nationally accredited institution or internationally reputable institution.
- B. Each 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 verbal, the 50th percentile in analytical writing, and the 50th percentile in quantitative sections for a full admission status. **The department will not be able to make an admission decision (degree status 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 a 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. Each 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.
- G. All applications for admission will be reviewed by the Department of Technology Graduate Programs Committee. The committee may recommend degree status admission only if the candidate meets all the above requirements.
- H. 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 the courses.

2. Provisional Degree Status

- A. *Provisional* degree status 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 *degree status* 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 appointed by the Graduate Dean in consultation with the Head of the Department of Technology. The student and the faculty advisor will be responsible for recommending members for appointment to the faculty advisory committee. The student should then specify in a letter to the Graduate Coordinator the rationale for each graduate faculty member recommended to serve on the committee. The committee

will consist of three members from the Department of Technology and two members from outside the department, one of whom will be a representative of the Graduate College assigned by the Graduate Dean. Eligible committee members from within the Department of Technology will serve as chair and co-chair. The five committee members must be members of the University of Northern Iowa Graduate Faculty. 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. Approval shall comprise a written petition submitted in the normal procedure. Non-faculty personnel will participate in all committee responsibilities except for signature decisions. Students must file a Committee Approval Form, available at www.grad.uni.edu/thesis-dissertation/thesis-dissertation-manual in the Graduate College to finalize the selection of advisory committee members. This advisory committee shall have the 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 but one of the voting committee members must approve all actions of the committee.

Should it then 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 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 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 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 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

Dissertation Research credit [TECH 7399 (330:399)] of 12 semester hours will be granted for the successful completion of the dissertation.

Not more than 12 hours of research TECH 7399 (330:399) may be applied to the minimum requirements for the degree. Master's-level Research courses 6299 (xxx:299) may not be applied to a doctoral degree. Directed Research 629R (xxx: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. 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

The student must be enrolled in continuous, full-time study for one academic year. The student shall be enrolled for a minimum of 18 hours of credit which may be distributed across three semesters over two consecutive academic years. Persons serving as graduate assistants in the department will be considered full-time if they carry at least 9 hours per semester in addition to the assistantship. 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 (but prior to initiating the research activity for the dissertation). It should be prepared, administered, and evaluated by the candidate's faculty advisory committee upon completion of all course work, excluding D.T. internship and the D.T. dissertation research work in the program. 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 are 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 Head, 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, must be registered by the department for 629C (xxx:29C), Continuous Graduate Student, 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 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.

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. 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 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. No dissertation will be accepted by the Graduate College for final approval without the completion of this preview.

E. Oral Defense

See 5b 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.

F. Filing of Dissertation

The student must present four unbound copies of the dissertation in final form, either originals or photocopies, to the Graduate College no later than six weeks before graduation. Failure to meet this deadline will result in a delay in graduation. The requirements for the preparation and filing of the dissertation are set forth in the *Thesis and Dissertation Manual* www.grad.uni.edu/thesis-dissertation/thesis-dissertation-manual.

Three of the final copies submitted to the Graduate College must be on white, acid free, 24-pound, 25 percent or 100 percent cotton paper. The student may purchase the approved paper at Copyworks or an office supply store. The fourth final copy may be on regular printer paper. Final copies must be clean and suitable for microfilming, with uniform darkness and a sharp imprint.

When a dissertation is submitted to the Graduate College, dissertation fees will be put on the student's university bill (see Dissertation Fees below). Students will also indicate to the Graduate College the name and edition of the style manual used in preparing the dissertation. Consult the *Thesis and Dissertation Manual* <http://www.grad.uni.edu/thesis-dissertation> for the list of approved style manuals.

In addition to the four copies required by the Graduate College, the department requires copies. Students should check with the department for the number of copies required.

G. Filing of Abstract of Dissertation

Three copies of an abstract of the dissertation must be filed in the Graduate College at the time of final deposit of the dissertation. Regulations for the dissertation also apply to the abstract. The abstract must not exceed 350

words in length. See the most current edition of *Thesis and Dissertation Manual* www.grad.uni.edu/thesis-dissertation/thesis-dissertation-manual for details.

H. Publishing Agreement

A Publishing Microfilm Agreement and Survey of Earned Doctorates must be completed and returned to the Graduate College with the final dissertation. The fourth final copy of the dissertation, which may be on regular printer paper, must accompany the publishing agreement.

The University of Northern Iowa participates in a program sponsored by the Association of Research Libraries and conducted by ProQuest Inc., Ann Arbor, Michigan, for digitization of doctoral dissertations. If the dissertation has been copyrighted, this information must be included on the university agreement form.

I. Dissertation fees

Several fees are required in connection with the dissertation and will be put on the student's university bill when the dissertation is submitted; these include:

i a binding fee for the library copies of the dissertation. If a student wishes to bind additional copies, individual arrangements with a binder must be made.

ii a publishing fee to cover the cost of digitizing the dissertation and publishing the abstract.

iii a copyright fee if the student wishes to have the dissertation copyrighted.

Students should check with the Graduate College office for the amount of each of the above fees.

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. 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.

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 end 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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