

Graduate Information, Admission, Academic Regulations, and Degree Requirements

The College of Graduate, Research, and Online Education (GROE)

Division of Graduate Studies (GS)

This section contains the following information:

- Program Certificates (p. 2)
- Licensure and Endorsements (p. 2)
- Credit for Prior Learning (p. 2)
- Admission to Graduate Study (p. 2)
 - Application Dates (p. 3)
 - Requirements for Admission to Degree Status (p. 3)
 - Requirements for Admission to Non-Degree Status (p. 4)
- Students Enrolled for Both Graduate and Undergraduate Credit in the Same Term (Dual Career Students) (p. 4)
 - Graduate Credit as a Senior (p. 5)
 - Accelerated Degree Programs (p. 5)
 - Graduate Student Taking an Undergraduate Course (p. 6)
 - Graduate Student Concurrent with Second Bachelor's Degree or Teacher Licensure (p. 6)
 - Non-Degree Graduate Student and Non-Degree Undergraduate Student (p. 6)
- Classification of Residents and Nonresidents for Admission, Tuition, and Fee Purposes (p. 6)
- Enrollment and Registration Procedures (p. 6)
- Health (p. 6)
- Office of Financial Aid and Scholarships (p. 6)
- Schedule of Fees (p. 7)
- Graduate Assistantships (p. 7)
- Graduate Tuition Scholarships (p. 7)
- Common Regulations and Requirements for All Graduate Programs (p. 8)
 - Filing Graduate Student Requests (p. 8)
 - Regulations Affecting Registration (p. 8)
 - Program of Study (Academic Requirements/Advisement Report) (p. 8)
 - Program of Study Regulations (p. 9)
 - Exceptions to Regulations (p. 11)
 - Graduate Probation and Suspension - Degree Status Students (p. 11)
 - Graduate Probation and Suspension - Non-Degree Status Students (p. 11)
 - Graduate Academic Renewal (p. 12)
- Programmatic Probation and Dismissal (p. 12)
- Master's Degree Programs (p. 13)
 - Graduation Requirements (p. 13)
 - Thesis Plan (p. 13)
 - Non-Thesis Plan (p. 14)
 - Other Requirements and Criteria for Master's Degree Students (p. 15)
 - Summary of Hour Requirements and Limits (p. 17)
 - Second Master's Degree (p. 17)
 - Master's Degree Concurrent With or After a Doctoral Degree (p. 18)
 - Master of Accounting (p. 18)
 - Master of Arts Degree (p. 18)
 - Master of Arts in Education Degree (p. 19)
 - Master of Arts in Teaching Degree (p. 19)
 - Master of Athletic Training Degree (p. 19)
 - Master of Business Administration (p. 19)
 - Master of Music Degree (p. 20)
 - Master of Public Policy (p. 20)
 - Master of Science Degree (p. 21)
 - Master of Social Work Degree (p. 21)
 - Professional Science Master's Degree (p. 21)
- Specialist in Education Degree (p. 21)
- Doctor of Education Degree (p. 24)
 - Admission to Doctoral Study (p. 25)
 - General Regulations (p.)
 - Graduation Requirements (p.)

www.grad.uni.edu

The University of Northern Iowa offers fourteen advanced programs leading to graduate degrees in:

- Master of Accounting
- Master of Arts
- Master of Arts in Education
- Master of Arts in Teaching
- Master of Athletic Training
- Master of Business Administration

Graduate Information, Admission, Academic Regulations, and Degree Requirements

- Master of Music
- Master of Public Policy
- Master of Science
- Master of Social Work
- Professional Science Master's
- Specialist in Education
- Doctor of Education

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. Students seeking licensure will need to consult the Registrar's Office for further guidance, and submit an undergraduate, post-baccalaureate application (see Post-baccalaureate, Undergraduate Study in this university catalog).

Students interested in securing licenses to teach in another state should secure information directly from the State Department of Education in that state.

Federal regulation (34 CFR 668.408) requires the University of Northern Iowa to determine whether or not licensure-related programs satisfy the educational requirements for professional licensure in the states where prospective students are located. UNI's Principalship MAE/ASC program meets the education requirements for licensure in the state of Iowa. For all other states, it has not been determined if UNI's program meets the educational requirements.

Contact Information for Each State: <https://publish.smartsheet.com/d695a9d784c2433bb0594885ea36f485>

Credit for Prior Learning (CPL)

Refer to Academic Regulations <https://catalog.uni.edu/generalinformation/academicregulations/#creditpriorlearning> for full policy.

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 Graduate Studies 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** (regular admission) or **Non-Degree Status**. Each category carries specific regulations. Information and the online application for admission are available at [https://](https://admissions.uni.edu/apply)

admissions.uni.edu/apply. The completed Application for Admission to Graduate Study should be submitted online. International students should contact the Office of Admissions at intladm.uni.edu 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 applications for admission, but Graduate Studies has final authority on the admission decision for students (with or without provisions).

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

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. Courses will not be evaluated for transfer credit eligibility until the student is in attendance at UNI. For UNI policies on eligible transfer courses see **Program of Study** in this catalog. Transfer credit is not processed for students in non-degree status at UNI.

English Proficiency

All international applicants (degree or non-degree seeking) who are non-native speakers of English must meet the following requirements for full admission without provisions:

Test	Minimum Score
TOEFL	79 internet or 550 paper
IELTS	6.5
DUOLINGO	105
AEMG Masters Qualifying (MQP)	75%

Automatic waivers are given to 1) students who are citizens of countries where the official language is English and 2) students who graduated from an accredited U.S. university with a bachelor's or master's degree.

Full Admission Without Provisions

1. English language proficiency test scores are considered valid for two years before the date the admission application is submitted.
2. TOEFL Mybest, IELTS, Duolingo, and AEMG scores are accepted and must meet the above criteria.
3. Waiver considerations
 - a. Waiver requests to be submitted by the program to the Division of Graduate Studies.
 - b. Applicant holds a bachelor's or graduate degree granted by an accredited international English-speaking institution.
 - c. Applicant claims English as their official language and provides supporting information.

Full Admission With Provisions

International applicants who do meet the English language requirement may be admitted with a provision by enrolling in the Culture and Intensive Program (CIEP) and successfully completing the program with at least a B (3.0) in all level 5 CIEP courses prior to the start of graduate work.

If the admitted student fails to obtain the score or successfully complete CIEP as necessary for admission without provisions within three semesters of undergraduate study, admission to graduate study is void. With program, CIEP, and Graduate Studies approval, concurrent enrollment in up to three hours of academic course enrollment is allowed for students in Level 5 CIEP.

Application Dates

Applications for Regular admission (Degree-Status) 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 intladm.uni.edu.

Applicants for Non-Degree Status will be accepted up to five days before the start of the term.

Requirements for Admission to Degree Status

The admission process for **Degree Status** begins when the application for admission and all supporting documents and fees have been received in the Office of Admissions. **U.S. and international students who are seeking financial assistance and wish to receive the fullest consideration must submit a completed application (please see following requirements) by February 1. Many graduate departments have earlier deadlines, which are indicated in their department materials. All departmental materials should be reviewed carefully for information about early deadlines.**

U.S. students must submit the following to the Office of Admissions for the admission file to be considered complete: the Application for Admission to Graduate Study; the application fee; official transcripts from the college or university granting the baccalaureate degree and any other colleges or universities attended after earning the bachelor's degree, if other than the University of Northern Iowa; any required test scores (GRE, GMAT, TOEFL, IELTS, or Duolingo—if the native language is not English), and any other application materials required by the graduate program (departmental application, letters of reference, goal statement, etc.). U.S. students should upload all materials (except official transcripts and official test scores) within the online application for admissions, email to AdmissionsProcessing@uni.edu or to the postal address below. Official transcripts and official test scores should be sent to

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

U.S. students who have already completed a masters or doctoral degree will need to submit those official transcripts, but may not be required by the Department to also submit official transcripts for their baccalaureate degree, provided that their post-baccalaureate degree(s) is from a college or university accredited by the North Central

Association of Colleges and Secondary Schools or a corresponding regional agency, or a graduate or a foreign institution recognized by that country's Ministry of Education.

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, IELTS, or Duolingo 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 check <https://intladm.uni.edu/graduate-majors>. International students should send all materials (except official transcripts and official test scores) to international.admissions@uni.edu or to the postal address below. Official transcripts and official test scores should be sent to

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

The Office of Admissions may request additional documentation to process an international application. This may include secondary transcripts and diplomas, all post-secondary transcripts and diplomas/degrees, official certified English translations of documents from non-native English speaking countries, etc.

Applications for Degree Status are reviewed and acted upon by the appropriate academic department, the Office of Admissions, Graduate Studies, 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 Graduate Studies has final authority on the admission decision for students (with or without provisions). A graduate of a college or university accredited by the North Central Association of Colleges and Secondary Schools or a corresponding regional agency, or a graduate of a foreign institution recognized by that country's Ministry of Education, is eligible to be considered for regular admission without provision. A graduate of a college or university that is not accredited may be granted admission with provisions at the discretion of the Dean of the Graduate Studies. Students who expect to earn a graduate degree must file an **official** transcript from the college or university granting the baccalaureate degree, if other than the University of Northern Iowa. Degree Status applicants who have attended other colleges or universities after earning the bachelor's degree must file an official transcript of each record. Only transcripts sent directly from the issuing institution to the UNI Office of Admissions are considered official. *Students who do not have a final transcript showing the bachelor's degree on file by the end of the second week of classes may be removed from their program. Further action will be determined by Admissions and the Division of Graduate Studies.*

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.**

Graduate Information, Admission, Academic Regulations, and Degree Requirements

Students applying for admission to a graduate degree program in the Wilson College of Business are required to submit their scores from the Graduate Management Admission Test (GMAT). They need not take the Graduate Record Examination (GRE). **Students must request that the testing agency forward their test results directly to the Office of Admissions.**

Regular Admission to UNI has two options:

Without Provisions (Unconditional)

- The minimum undergraduate GPA for regular admission without provision is 2.75 out of a 4.0 scale or at least 3.0 for the last 60 credits of the academic work.
- Prior graduate coursework on at least 6 credit hours must be at least a 3.0 out of a 4.0 scale.
- Individual graduate programs may require a higher grade point average for admission.
- New incoming graduate students will be eligible to apply for assistantship and/or tuition scholarships with a GPA of 2.75.
- Renewal of assistantships and tuition scholarships require a grade point average of 3.0.

This admission is given to degree-seeking students who meet all the minimum GPA requirements, English proficiency standards, have submitted all official transcripts, and are deemed qualified by the appropriate academic department to pursue a program of study which can culminate in the earning of a graduate degree. Applicants select their degree program in the electronic admission application.

With Provisions (Conditional)

- Applicants with an undergraduate degree GPA below 2.75, or a graduate GPA below 3.0, or those with deficiencies such as limited or missing prerequisites, may be admitted with provisions at the discretion of the academic department. Provisionally admitted students must complete at least 6 graduate program credit hours with a GPA of 3.0 or above to be eligible for removal of provisions. The department must notify the student in writing of the specific reservations/requirements that must be satisfied.

The academic department is responsible for reviewing the student's performance after the completion of 6 credit hours. If the student meets the required GPA, the department will notify the Office of Admissions and the Graduate Studies admissions coordinator about the reclassification decision. The department must request the 'Authorization for Removal of Graduate Post-Admission To-Do Items' form from the Graduate Studies office to update the student's status.

Students must fulfill all provisional conditions related to the GPA based on the initial attempted credits of the program to continue. If the provisional conditions are related to a missing prerequisite or another deficiency that may take some additional time, then students must fulfill all provisional requirements within the first year of admission to continue in the program. If more time is needed, a notification must be sent to Graduate Studies for further consideration. Students who fail to meet the provisions or achieve the required GPA will be dismissed from the program. Dismissed students may reapply for admission to another program or continue as non-degree students. No student may receive a graduate degree while admitted with provisions.

The department is responsible for notifying the Graduate Studies office about the dismissal decision. Once this decision is reviewed, Graduate Studies will notify the student in writing of the decision to dismiss, including the reasons for dismissal and any relevant documentation.

Status Acceptance and Waivers:

Any waivers of degree requirements as established by a department must be furnished to the applicant by the department in writing (refer to waiver procedures in this University Catalog). Waiver of specific degree requirements do not generally result in a reduction in the total semester hours required for the degree.

Requirements for Admission to Non-Degree Status

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

1. wishes to take graduate courses for self-enlightenment unrelated to any graduate degree program.
2. plans to demonstrate competence in graduate studies in support of consideration for admission to a degree program at a later time.

The admission process for **Non-Degree Status** applicants begins when the application for admission and all supporting documents have been received in the Office of Admissions. Requests for Non-Degree Status are reviewed and acted upon within the Office of Admissions.

Applicants must have a bachelor's degree from a college or university accredited by the North Central Association of Colleges and Secondary Schools or a corresponding regional agency, or have a bachelor's degree from a foreign institution recognized by that country's Ministry of Education. All students wishing to earn non-degree graduate credit from UNI must have a verified bachelor's degree (and master's degree if the student wishes to take doctoral level courses). The student must file an official transcript or statement of degree from **each** college or university from which they have received a degree, unless the degree was obtained from the University of Northern Iowa. **Only documents sent directly from the issuing institution to the UNI Office of Admissions are considered official.** Transfer credit is not processed for students in non-degree status at UNI. English Language Requirements rules apply.

Note: Academic departments are not obliged to count toward their degree programs **any credit for course work undertaken in a Non-Degree Status**. Contact the department of interest with any questions about course applicability.

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

A student may take graduate and undergraduate credit courses in the same term in the circumstances below. **A student must be degree-seeking in and enrolled at least half-time in their primary career in order to be eligible for federal financial aid. See the appropriate circumstance below to explain the primary career and for tuition billing information.**

Graduate Credit as a Senior

An undergraduate student of senior standing (90 or more credits earned) at the time of registration, earning the first bachelor's degree, and with a cumulative GPA of at least 3.00, may register for a maximum of 12 total credit hours for graduate credit. Undergraduate Students may take graduate level courses only at the 5000 or 6000 level. Such registration requires approval on an online undergraduate student request (available via MyUniverse Student Request Link) by the student's advisor, the course instructor, the head of the department offering the course, and Graduate Studies. The combined total of course credits, both undergraduate and graduate, may not exceed 15 hours in a semester or 9 hours in a summer session. Overload requests must be approved by the student's advisor and Graduate Studies. Any waiver of these requirements must be approved by Graduate Studies prior to enrollment. The Division of Graduate Studies may allow undergraduate students of junior standing to register for graduate courses. Students must meet GPA requirements and have departmental/program approval. An online student request must be submitted.

No course may count toward both an undergraduate and a graduate degree (except for Accelerated Degree Programs). Graduate credit earned as an undergraduate will not be counted toward the undergraduate degree, and it may or may not be counted toward UNI graduate degree programs at the discretion of the graduate program (except for Accelerated Degree Programs). 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 residency period for the completion of the degree.

Financial Aid and Tuition

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

Students enrolled in Accelerated Degree Programs taking both graduate and undergraduate courses are charged undergraduate tuition rates for the semester hours for which they receive graduate credit. Students and advisors are encouraged to consult with the Financial Aid Office.

Accelerated Degree Programs

These are accelerated programs which allow students to complete both a bachelor's and a master's degree in five years or a bachelor's and graduate certificate in five years. Accelerated bachelor's and graduate certificate programs cannot share more than 1/3 of the graduate credits to the undergraduate and graduate programs. Graduate degree programs with 30-36 hours may share 12 graduate credit hours between undergraduate and graduate degrees. These graduate hours are counted toward the completion of an undergraduate degree and toward a graduate degree if declared in an Accelerated Program plan. Graduate degree programs with more than 36 hours cannot apply more

than 18 hours or 1/3 of the graduate credits to the undergraduate and graduate degrees (whichever is less).

Admission and acceptance:

- Students must apply to the graduate program and can do so upon completion of 60 undergraduate hours (junior standing).
- Students accepted into the accelerated program will be in non-degree seeking graduate status until the undergraduate degree is conferred.
- Minimum number of completed undergraduate hours to begin enrollment in graduate courses is 60 hours.
- Completion of undergraduate degree: 24 months from first day of the semester for which the student was admitted to the Accelerated Degree Program (ex. from beginning spring 2021 to the end of spring 2023).

Senior Year:

- At the end of the senior year, students will have completed the BA/BS requirements and may participate in the graduation ceremony of their bachelor's degree.

Graduate Year:

- During the final year of the program, students fully enroll in their graduate degree program.
- Graduate students should meet all degree requirements and apply for graduation per the Division of Graduate Studies policies and procedures.

*If a student decides to complete a bachelor's degree and not continue with a master's degree, the graduate courses already completed will be used to meet the 120 required hours for a bachelor's degree, and these courses will count only once toward degree completion. Then, the student will be discontinued from the graduate portion of the program.

Academic Regulations:

1. Admission with provision does not apply.
2. No transfer credit will be accepted into the graduate component of the program.
3. Undergraduate honors thesis cannot be used to meet graduate thesis/non-thesis requirements.
4. Self-paced courses may be used toward graduate degree completion.
5. Courses taken at the 4000 level cannot be retaken at the 5000 level.
6. Maximum graduate academic load per semester: 15 hours (fall and spring).
7. Students in Accelerated Degree Programs during a transition period are also subject to graduate regulations/procedures.
8. Students must maintain a minimum GPA of 3.0.
9. A student on GPRE status (transition period) who fails to maintain good academic standing will be removed from the Accelerated Degree Program.
10. Students dismissed from the Accelerated Degree Program are eligible to pursue a traditional graduate degree program in

Graduate Information, Admission, Academic Regulations, and Degree Requirements

accordance with the admission policies set by each program at UNI.

11. Continuous enrollment: Students in Accelerated Degree Programs must maintain continuous and consecutive enrollment at UNI. Students who miss more than two half semesters will be withdrawn from the program.

Graduate Student Taking an Undergraduate Course

Graduate students wishing to take an undergraduate course for any reason must submit an online graduate student request "Request registration in an undergraduate course" through MyUNIverse. Once the request is approved, and assuming the requested course is open, the Registrar's Office will enroll the student in the course. Undergraduate courses taken by graduate students in Fall 2011 and later will appear only on an undergraduate transcript and will not be included in the graduate GPA.

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

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

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

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

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

which will be at the undergraduate level. A student cannot apply for graduation with the graduate degree when the graduate career is discontinued.

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

Non-degree Graduate Student and Non-Degree Undergraduate Student

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

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

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

Refer to this University Catalog at www.uni.edu/catalog/generalinformation/admissionrequirements for further details.

Enrollment and Registration Procedures

Refer to this University Catalog at www.uni.edu/catalog/generalinformation/enrollmentandregistrationprocedures 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.

Office of Financial Aid and Scholarships

Qualified degree-seeking students may secure Federal Direct Unsubsidized Loans. 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).

Graduate assistantships may be available by applying to academic departments or applying for open GA positions in non-academic departments.

Graduate students who wish further information about financial assistance may contact the Office of Financial Aid and Scholarships, University of Northern Iowa, Cedar Falls, IA 50614-0024.

Schedule of Fees

Refer to this University Catalog at www.uni.edu/catalog/generalinformation/feesandfinancialaid for further details.

Graduate Assistantships

A limited number of graduate assistantships are available to qualified students who are working toward a graduate degree at the University of Northern Iowa. The associated work assignment is of an academic nature and is designed to contribute to the student's graduate education.

A full assistantship for a semester carries a stipend paid in equal installments over a 5-month period. Half-assistantships may also be awarded. The associated work assignment for a full assistantship is for 20 hours per week assisting designated supervisors in certain appropriate academic functions, including teaching and research, or working in a non-academic unit. Graduate students receiving an assistantship cannot be otherwise employed on campus, except as an hourly student employee. The combination of a graduate assistantship appointment and an hourly student employment assignment is limited to 20 hours per week.

Graduate students receiving an assistantship may also apply for other forms of university-based financial aid, tuition awards, fellowships or scholarships which do not require services performed by the student, i.e., where such could be considered wages.

To be eligible for an assistantship all of the following conditions need to be met:

- Students must have a bachelor's degree from an accredited institution prior to the start of the assistantship appointment (except for dual-combined career programs. Departments who wish to allow a student in a dual career program must notify Graduate Studies and obtain approval prior to the start of the assistantship).
- A student whose bachelor's degree will be completed prior to the start of the UNI graduate program but will not have an official transcript on file may be eligible for an assistantship at the discretion of Graduate Studies.
- The student must have been admitted to graduate study at the University of Northern Iowa on a degree-track basis, either as regular admission or as admitted with provisions for non-GPA reasons.
- A newly admitted graduate student must have at least a 2.75 overall GPA out of 4.0 scale or at least a 3.0 in the last 60 credits of undergraduate work or a 30. Or above in prior graduate coursework on 6 credit hours or above.
- For students enrolled in dual-combined programs, the qualifying graduate hours might be lowered at the discretion of Graduate Studies. The student must maintain a minimum UNI cumulative GPA of 3.00 in order to be eligible for continued or further appointment.
- The student must be enrolled full-time and carry a minimum of 9 qualifying graduate-level credit hours for each semester during the award. It is expected that all courses applying to the degree

meet the minimum hour requirements for program completion established by Graduate Studies. Workshops, off-campus courses, audit courses, courses taken as credit/no-credit, (except for courses required by accrediting bodies) CIEP, self-paced courses, and repeated courses cannot be used as part of the minimum load. Courses taken for the completion of certificates must be complementary to the degree program.

Once students have begun studies at the University of Northern Iowa, all graduate courses will be used as a basis of computation for GPA eligibility.

The assistantship application form may be obtained on the Graduate Studies website. Students should submit their application by February to the hiring unit.

Recommendations for awarding assistantships are made by the department or hiring unit who submits electronic forms to Graduate Studies. All graduate assistantships must be offered through Graduate Studies.

Graduate Tuition Scholarships

A limited number of Graduate Studies tuition scholarships are awarded through Graduate Studies upon recommendation of the academic department. Full or half tuition scholarships are available. To be eligible for a Tuition Scholarship all of the following criteria must be met:

- Students must have a bachelor's degree from an accredited institution prior to the start of the scholarship appointment. Departments who wish to allow a student in a dual-combined career program must notify Graduate Studies and obtain approval prior to the start of the scholarship.
- A student whose bachelor's degree will be completed prior to the start of the UNI graduate program but will not have an official transcript on file may be eligible for a scholarship at the discretion of Graduate Studies.
- The student must have been admitted to graduate study at the University of Northern Iowa on a degree-track basis, either as regular admission or as admitted with provisions for non-GPA reasons.
- The student must be enrolled full-time and carry a minimum of 9 qualifying graduate-level credit hours for each semester during the award. It is expected that all courses applying to the degree meet the minimum hour requirements for program completion established by Graduate Studies. Non-UNI workshops, off-campus courses, courses taken as credit/no-credit, audit courses, CIEP, and courses through Online & Distance Education cannot be used as part of the minimum load (unless courses required by accrediting bodies and/or permission from the Graduate Dean). Courses taken for the completion of certificates must be complementary to the degree program.
- A newly admitted graduate student must have at least a 2.75 overall GPA out of 4.0 scale or at least a 3.0 in the last 60 credits.

Once students have begun studies at the University of Northern Iowa, 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).

The Graduate Studies Tuition Scholarship application form may be obtained on the Graduate Studies website. Students should submit their application by February to their academic department.

Some university units may offer scholarships for graduate study. Students should obtain information about these awards from the units in which they intend to do graduate work.

Common Regulations and Requirements for All Graduate Programs

Departments must provide information to students which outlines: required courses applicable to the various departmental programs of study, examination procedures and other formal evaluations, departmental policies with regard to awarding and renewing assistantships, time limits on degree completion (if less than seven years), registration policies, grade point requirements, requirements for changing from one degree program to another within the department, and other matters as are appropriate. The nature of the departmental advisory system should also be explained to incoming students.

Filing Graduate Student Requests

Student requests are used by students to seek appropriate approval(s) for a variety of requests. **Graduate students submit student requests online through MyUNiverse.** For graduate students, the link to the student request system is located on the MyUNiverse My Page tab. Graduate students click on the "Student Request" link, and follow instructions to write, submit, and review the approval status of their student requests.

Regulations Affecting Registration

Each student admitted to a degree program is assigned an advisor. The advisor will assist the student in the registration process involving the selection of courses and other matters such as:

1. Maximum academic load

The maximum graduate student load during each semester of the academic year is 15 hours.

The maximum graduate student load during the eight-week summer session is 9 semester hours of eight-week courses. The maximum load for shorter sessions is one (1) credit hour per session week (i.e., a 4 hour load in a four-week session; a 6 hour load in a six-week session). The maximum load during a two-week post-session is 2 semester hours.

Requests for exceptions to these load regulations must be submitted on-line through MyUNiverse, (see Filing Graduate Student Requests). Exceptions may be granted only by Graduate Studies.

2. Level of courses

Graduate students normally take courses only in the 5000, 6000 or 7000 (for doctoral students) series. **A graduate student may request to take courses numbered 0000-4999 for undergraduate credit. Such courses do not carry graduate credit and may not be used on a graduate degree under any circumstances.** Undergraduate courses taken Fall 2011 and later will be on an undergraduate transcript. See the section "Students

enrolled for both graduate and undergraduate credit in the same term" in this university catalog.

3. Continuous Registration

Continuous enrollment ensures that students and their academic advisors can access their university records, that students can receive important emails from university offices, and that students can utilize the library and its services through graduation.

Graduate students who have completed all of their coursework but have not completed all of their graduation requirements (e.g. comprehensive exams, thesis, paper/project, recitals, etc.), must be continuously registered until the degree is awarded. Students reaching this stage must be enrolled in the course xxxx 629C Continuous Registration or xxxx 7300 Postcomprehensive Registration (xxxx refers to the student's major department), and assessed the appropriate tuition and fees. This ungraded credit will carry a grade of CR or NC based on the degree progress. Registration in Continuous Registration is automatic and cannot exceed six academic semesters.

Summer Continuous Registration is required for students taking examinations, completing culminating experiences, defending theses or dissertations, or graduating from the degree program during the summer term.

Students who do not complete their degree within six semesters of enrolling in Continuous Registration may request a one-semester extension via an online Student Request. If a student does not complete the degree after the semester extension, the student will be discontinued from the program. A reactivation fee will be assessed if a student decides to return to active status. Recency rules apply.

Continuous Registration: Thesis/Non-Thesis Projects

Students who do not promptly progress toward completing their graduation requirements (thesis or non-thesis project) may be required to enroll in a writing workshop at UNI. If progress is not made after two semesters of continuous registration, or the student's academic advisor determines that the student needs additional assistance, the student will be enrolled in and pay for the writing workshop.

Program of Study (Academic Requirements/ Advisement Report)

When a student's admission file is complete, a standard advisement report is released online for view by the student and the advisor in MyUNiverse. (For students, the advisement report is found in MyUNiverse Student Center as Academic Requirements. For advisors, the student's advisement report is found in MyUNiverse Advisor Center.) Usually during the first semester of coursework, a departmental advisor will meet with students to inform them of program requirements and expectations. A default thesis or non-thesis option, if applicable, is included in the advisement report, the tracking document of graduate degree requirements. If the student wishes to change to the other option, if available, a student request must be submitted via the request system: Submit Change to Thesis or Non-Thesis option (Masters or Specialist Degree). 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 Division of Graduate Studies (or designee) is the final person to approve or reject any changes to the degree requirements. The Dean of GROE is in general charge of each graduate student's program. **It is the student's responsibility to be familiar with all degree requirements and take the initiative in meeting these requirements and established policies and procedures.**

Program of Study Regulations

1. Scholarship

A UNI cumulative grade index of 3.00 (B average) must be earned in all graduate courses on the advisement report. No more than six (6) semester hours of C credit (C+, C, C-) may be applied toward credit for graduation. When C-range grades on the advisement report exceed the six hour limit, one or more of such courses *must* be repeated. Individual departments may identify specific courses within the degree for which a minimum grade of B is required. A course taken to satisfy degree requirements in which a student receives a D+, D, D-F or NC grade will not be considered satisfactory and *must* be repeated. Students who repeat a course, get credit only once for non-repeatable courses. A student may attempt a course twice. The original course grade will remain on the student record, and the grade of the second course attempt will be used in the computation of the GPA.

2. Time Limitation (Recency of Credit)

Time limits on the completion of degrees have been established to ensure that a student who earns a UNI graduate degree is current in the discipline at the time of graduation. **The allotted time to a Master's and Specialist is seven years from the earliest course applied to the degree. The allotted time for doctoral degrees is ten years. Courses taken more than seven years (ten years for doctoral programs) prior to the granting of the degree cannot be used to meet degree requirements.** 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.

A graduate student who is unable to complete the degree within the time limits described above may request the program and Graduate Studies one extension of up to 24 months. The form "Preliminary Request to Extend Time to Complete Graduate Program" must be completed by the student and approved by the program (see <https://grad.uni.edu/current-students>). If the extension requires the completion of a thesis or dissertation, the committee chair must also sign. After departmental approval, the form is reviewed by Graduate Studies. Upon notification of its approval, the student must submit an online request: Exception to Policy: Extension of 7/10 year limit for degree completion. All extensions must be approved prior to resuming work toward the degree and are subject to the following requirements:

1. A completed form: Preliminary Request to Extend Time to Complete Graduate Program.
2. A justifiable reason (with documentation) for the delay in degree completion must be provided.

3. Evidence of currency in the discipline must be provided for each course that would be out of recency.
4. A clear timetable for the completion of requirements, with proposed committee members.
5. Submission of Student Request: Exception to Policy: Extension of 7-10 year limit for degree completion.
6. If an extension of time to complete the degree is granted, it will be the only extension the student receives **Students may request one extension for a total of up to 24 months during their studies, but time limits may be extended for active military service or other extenuating circumstances, at the recommendation of the program and the approval of the Dean of GROE or designee.**

Revalidation of outdated coursework (coursework out of recency)

This process allows students to revalidate outdated course(s) based on professional activities and/or experiences in a field. Students completing a masters' degree may recertify up to 12 credit hours and doctoral students may recertify up to 15 credit hours.

Students should contact their department to request a revalidation process. The department evaluates the knowledge and currency of the content through the following options:

1. Written examination
2. Professional activities: Knowledge demonstrated through professional experiences
3. Additional courses/certifications taken

The department should prepare an evaluation report that includes the names of the evaluators, questions used and/or methods that were applied to assess content knowledge and currency in the field. The report must be submitted to the department head/graduate coordinator, Associate Dean of the Academic College, and to the Associate Dean of Graduate Studies. A Recertification Form of Expired Courses must be signed by all parties and sent to Graduate Studies for final approval. An online request will be completed upon Graduate Studies approval by the student.

This process can be applied at the beginning of the enrollment in a masters/doctoral degree *or* upon expiration of a recency extension.

3. Residence

At least two-thirds of the minimum hours required for a particular Master or Specialist degree program must be taken with members of the UNI graduate and associate graduate faculty and must be taken only for that degree (except for MAIS degree). The doctoral degree programs have different residence requirements. As soon as possible, a student in a degree program should discuss her/his residence credit plan with her/his program advisor in the degree department. The combination of transfer credit, self-paced course credit, and credit applied to another graduate degree cannot exceed one-third of the minimum degree hours, unless these are UNI courses.

After students have been admitted for a graduate degree, and provided that prior arrangements have been made with the Dean of GROE, 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.

Departments and/or programs that wish to establish articulation agreements with other institutions of higher education may request a waiver of the 2/3 residency rule to Graduate Studies. In this instance, at least 50% of the minimum hours required for a particular Master or Specialist degree program must be taken with members of the UNI graduate and/or associate graduate faculty and must be taken only for that degree.

4. Nongraded credit

Up to 3 credit hours of graduate non-graded (credit/no-credit) course work may be applied to the degree with the approval of the program and Graduate Studies. Exceptions are courses offered only on a non-graded basis and 6299, which must be graded credit. A grade of C- or better is required to earn credit. Credit/no-credit will not be used to circumvent the maximum 6 hours of C grades applied to the degree.

5. Credit from Other Institutions (Transfer Credit)

Graduate credit earned at other regionally accredited colleges and universities may be accepted to a maximum of one-third of the minimum number of hours required by a particular UNI graduate degree program, but specialist and doctoral programs may allow a smaller fraction of transfer hours. Graduate credit earned at other accredited colleges/universities may be accepted to a maximum of one-third of the minimum number of hours required by a UNI graduate program, including graduate certificates or advanced studies certificates. From these transfers, **up to 3 credit hours may be used to satisfy the minimum number of credits at the 6000-level course or 6000-7000 level requirement for doctoral degrees.** The rest of the credit hours must be met with UNI classes. Transfer credit is not processed for students in non degree status at UNI, unless enrolled in a graduate certificate or advanced studies certificate.

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. **All transfer courses must meet the following criteria.**

- Course must be a regular graduate course with a graduate course number (not professional development or college credit through an Educational Agency or conference).
- Course must be taken by the student in graduate status, and the official transcript must show a grade of B or better earned.
- Course must meet the UNI seven-year recency requirement, and ten-year for doctoral programs.

The official transcript *and any other documents required upon request* are used by the Office of Admissions. After a completed course has been ruled eligible, the student may submit an online request: Graduate transfer course credit approval to transfer the

course and use it on the graduate degree. Application of eligible transfer courses to the UNI degree program requires approval by the department/graduate program on the student request.

Current students considering taking a course at another institution to use on the UNI degree should *seek approval from the department prior to enrolling for the course.* *Transfer courses taken after degree admission* will not be processed or approved for the degree until official transcripts for these courses are filed with the Office of Admissions.

Graduate programs or Graduate Studies may request additional materials such as course outline, syllabus or accreditation information to evaluate course eligibility for transfer to UNI or application to a plan of study at UNI. Approval to apply any transferred credits toward a degree program must be granted by the student's academic advisor, and the program head or graduate coordinator.

For Master of Arts in Interdisciplinary Studies, upon approval from Graduate Studies, students may transfer a certificate earned at another accredited university that has not been used to satisfy the requirements for a previous Master's degree, up to 15 credits. Credits taken at another institution at the appropriate level may count toward the 6000-level credits required to graduate, pending approval from Graduate Studies and the program head or graduate coordinator. Graduate programs or Graduate Studies may request additional materials such as course outline, syllabus or accreditation information to evaluate course eligibility for transfer.

6. Self-Paced Courses

Self-Paced courses may be applied toward a graduate degree program or graduate certificate; not to exceed 9 semester hours of 5000-level courses. Self-Paced credit to be applied to a graduate degree program or graduate certificate must have departmental/program approval. An online student request must be submitted and approved prior to registering for the course (submit request "Other").

7. Workshop credit

Workshop courses from academic units and/or centers at UNI can be used towards the completion of a graduate degree or a graduate certificate with departmental/program approval, not to exceed 15 credit hours. Graduate credit will only be given for graded UNI workshop courses that provide professional opportunities to current working professionals; all workshops can be repeated. No more than 6 credit hours earned in workshop courses from another institution will be applied toward a graduate degree.

8. Camp Adventure (*currently suspended*)

Graduate students participating in the Camp Adventure Child and Youth Services program may apply up to 2 credits of LYHS 5621 Camp Staff Development taken on the UNI Campus and up to 2 credits of RTNL 6295 taken through Camp Adventure to each graduate degree, with approval of the graduate program. No other courses taken through Camp Adventure may be used on a graduate degree.

9. Courses Applying to Two Graduate Degrees

At least two-thirds (2/3) of the minimum hours required for a graduate degree must be UNI courses taken only for that degree.

Any combination of transfer hours, self-paced courses, and hours applied to another degree may make up no more than one-third (1/3) of the minimum hours required for a graduate degree. Some programs may impose more restrictive limits.

No course may be applied to more than two degrees. No course may apply to both the first Master's degree and a doctoral degree.

A maximum of 9 semester hours may be common to two Master's degrees, whether the degrees are concurrent or sequential.

A maximum of 6 semester hours may be common to both a doctoral degree and another graduate degree beyond the first Master's degree (e.g., second Master's, Specialist).

10. Policies Regarding Course Grades of Incomplete (Graduate Courses)

Work reported as *Incomplete (I)* in the fall session must be completed by June 1 of the next calendar year. Work reported *Incomplete* in the spring and summer sessions must be completed by January 1 the next calendar year.

The exact length of time to remove the *Incomplete* within the above timelines is set by agreement between the instructor and the student. If the work reported as *Incomplete* is not made up by the deadline noted above, it is automatically entered as an *F (Failure)* on the student's record.

Any requests for an exception to the above timelines must be submitted online through MyUNIVERSE (see 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. If the *RC* grade is not replaced with an appropriate grade within an instructional period, the *RC* will be automatically entered as an *F* on the student record after 48 months. For non-degree seeking students, *RC* grades must be replaced by an appropriate grade within a calendar year.

Exceptions to Regulations

Exceptions to Graduate Studies regulations and Graduate Council policies may be granted only by the Dean of GROE (or designee). Requests for exceptions must be submitted online through MyUNIVERSE (see Student Requests).

Graduate Probation and Suspension - Degree Status Students

Graduate students in degree programs are expected to maintain high academic standards. Probation or suspension status might be required for students who fail to meet expectations either in their coursework or in educational requirements outside of regular courses such as comprehensive exams, thesis/dissertation work, field experiences, practicum, or internships. At the end of each term and when incomplete grades revert to *F (Failure)* graduate student records are reviewed. Students with unsatisfactory performance are placed on probation or are suspended from graduate degree programs and any graduate enrollment at UNI. Students are evaluated for probation and

suspension based on attempted degree hours. Attempted degree hours are any credit hours on the advisement report for which the student receives a mark (A through F, W, I, RC, CR, NC) or for which the term and dates of the course have passed, even if there is no mark.

A student who has attempted at least six (6) semester hours on the advisement report and attained a UNI cumulative 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. If the GPA is so low as to make it impossible to raise it to 3.0, the student may be suspended even if fewer than 8 hours were attempted while on probation.

Students on academic probation will not be permitted to graduate even if all the coursework has been completed. A UNI cumulative GPA of 3.0 will not be waived for students on probation/suspension status.

Students placed on academic suspension cannot enroll in non-degree graduate status or take courses at another institution to transfer to the student's degree, or advance in their program during the semester of academic suspension. It may be permitted for the student to register in undergraduate courses during the semester of suspension.

Reinstatement

When a student is suspended, at least one semester must elapse before a request for readmission to a graduate degree program may be made. After one full semester on suspension, a suspended student who wishes to enroll in classes must submit an online student request "Readmission after Suspension" and receive approval from the graduate program/department and Graduate Studies for reinstatement and removal from suspension.

A student reinstated after suspension who fails to attain a UNI cumulative GPA, Total, of 3.00 with the first 8 credits after reinstatement will be terminated from the graduate program. If the GPA is so low as to make it impossible to raise it to 3.0, the student may be terminated even if fewer than 8 hours were attempted during the reinstatement.

In determining a graduate student's GPA, all graded coursework attempted will be used as a basis for computation. **If a graduate student repeats a course, the grade of the second course attempt will be used in computation of the GPA.**

If a student feels there has been some procedural irregularity concerning her/his suspension from the university, the student may request a review by Graduate Studies. This review may be conducted by the Dean of GROE (or designee).

Graduate Probation and Suspension - Non Degree Status Students

0-6 credits taken - no action

7-9 credits taken - GPA 2.6 – 2.99 - Probation; GPA less than 2.59 - Suspension

10 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 semester. Non-degree students who have been placed on academic suspension cannot enroll in graduate courses during the time they are suspended. After one full semester, students who wish to enroll in graduate classes must submit an online request for "Readmission after Suspension" and receive approvals from Graduate Studies (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 Graduate Studies. This review may be conducted by the Dean of GROE (or designee).

Graduate Academic Renewal

The purpose of Academic Renewal is to allow a fresh start in pursuing a new graduate degree option at UNI. Academic Renewal allows graduate students to have all the grades they previously earned at UNI for a specific period excluded from their grade-point-average (GPA). This process enables students to have up to 4 academic semesters (completed within consecutive 24 months) excluded from the calculation of their UNI Cumulative GPA. This procedure is not available for degrees already granted.

Eligibility and Requirements:

- Graduate student standing
- Be within recency status
- Have applied to a different graduate program at UNI and in the process of being admitted
- Free from university holds including financial holds
- Semester(s) with academic violation level 3 or higher is not eligible to be excluded from the calculation. Record is maintained.
- Probation and suspension (academic standing) will not be removed from records
- Programmatic probation/suspension will not be removed from records
- Excluded coursework cannot be reinstated
- Tuition cannot be refunded for past coursework
- Procedure can be applied only once

Procedure: When a graduate student decides to apply to a different degree program, the student must submit a new online graduate admission application and complete a graduate student request form for "Academic Renewal". The request is available from the Graduate Studies, Graduate Admissions Coordinator. If Graduate Studies approves the student's request for Academic Renewal, the Office of the Registrar will annotate the permanent record indicated work taken during the disregarded semesters, even if satisfactory, may not apply toward graduation. However, all coursework and grades will remain on the students' record to ensure an accurate and complete academic history. Processed Academic Renewal forms are stored permanently in Onbase.

Programmatic Probation and Dismissal

Departmental Probation and Dismissal Policy Procedures For Programmatic Requirements Other Than GPA*

* 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).

Enrollment in a graduate program at the University of Northern Iowa carries an expectation of professional and ethical behavior by all students in the classroom, during internships, when working with others, etc. Professional and ethical behavior are the principles and standards governing how people behave in a professional environment. These principles are often codified through accrediting bodies or licensure standards. Therefore, in addition to the university-wide requirements for academic standing, **academic departments may establish additional, specific behavioral expectations that align with programmatic professional standards. Violation of these expectations can result in program probation, suspension, or dismissal.**

Departments must make all reasonable efforts to inform graduate students of the such standards and disseminate them upon admission to graduate study in the program/area. Procedures for programmatic probation, suspension, and dismissal must provide clear guidelines regarding grounds for a student to be placed on probation, suspension, or dismissed. Procedures must allow for a fair and expeditious review and provide clear guidance on how the department proceeds and resources students can use.

To this end, departments with such requirements must put them in writing and file them in the departmental office, the office of the department's college, and the Division of Graduate Studies. The Dean of Graduate, Research, and Online Education (GROE) or designee must approve policies/procedures for programmatic probation, suspension, and dismissal. Subsequent changes in policies/standards must be communicated by the department to each student in the program, the Dean of the academic College, and to the Dean of GROE or designee. The new regulations will not apply retroactively to the disadvantage of students already in the program. Approval must be given with each new revision.

I. Departmental Programmatic Probation

Unless the violation rises to an egregious level (as determine by the program), the department/program must give the student a warning and allow the student the opportunity to comply. The department must adhere to the following minimum procedures in order to place a student on departmental probation:

1. The department head/program coordinator must meet with the student and discuss in what way(s) the student is failing to meet the program standard(s);
2. Advise the student (in writing) of the consequence(s) of failure to address the problem(s) cited, satisfactorily;
3. Develop a remediation plan;

4. Provide the student with a reasonable amount of time to meet the requirements of the remediation plan.

The department should also notify the Dean of the academic College, Dean of GROE or designee and the Office of the Registrar in writing of a student being placed on programmatic probation. The notification must include the remediation plan. The Dean of the academic College and the Dean of GROE or designee should be notified when the student has been removed from probation.

II. Departmental Programmatic Suspension

If a student fails to meet the requirements of the remediation plan, or if the same or new violations occur and the student is **to be placed on programmatic suspension**, the department must:

1. Within ten business days of being notified of the violation, provide a written explanation of the student's status;
2. Indicate the impact of the departmental suspension on pursuing future graduate coursework in the program of study, including the timeframe and expectations for reinstatement;
3. Explain the departmental reinstatement procedure(s);
4. Outline the appeals process (see appeals process below).

If the student is being placed on programmatic suspension, the department should notify in writing the Dean of the academic college, the Dean of GROE or designee, and the University Registrar to indicate the impact of the student's programmatic suspension status on the pursuit of future graduate coursework in the program of study. The Dean of the academic college, the Dean of GROE or designee, and the University Registrar should be notified when the student has been removed from suspension. Programmatic suspension is noted on the student's official transcript.

If a student is suspended during the semester in which they are enrolled in coursework, they will be removed from the course or course(s) they are enrolled in. The student will be withdrawn from the course(s). In addition, the student will not be allowed to enroll in new coursework until the suspension is removed.

III. Departmental Programmatic Dismissal

Unless the violation rises to an egregious level (as determined by the program), the student must first be placed on probation, allowing for remediation and/or suspension before being dismissed from the program. A student may be dismissed for failing to meet the requirements of programmatic probation, suspension, or other standards related to professional behavior or ability. A student who is dismissed from a program will not be allowed to return for the completion of degree requirements. Therefore, the department/program should provide a justification for taking this measure. If a student is dismissed from a graduate program, the department must, at minimum:

1. Notify the student in writing within ten business days of being informed of the violation; specify what the student has done to merit departmental/program dismissal;
2. Indicate the impact of departmental dismissal on pursuing future coursework in the program of study;
3. Outline the appeals process in programmatic dismissal letter (see appeals process below).

The department should notify the Dean of the academic College, the Dean of GROE or designee and the University Registrar in writing and indicate the justification for programmatic dismissal and the impact on the pursuit of graduate coursework in the program of study. Programmatic dismissal is reflected on the student's official transcript

IV. Appeals Process for Programmatic Suspension or Dismissal

All correspondence with students should be both via email and certified mail. A receipt of communication should be collected as part of this process. The following outlines the appeals process:

1. A student has five business days from receipt of the suspension/dismissal letter to appeal the decision. The written appeal can either be sent via email or standard mail and should contain evidence to support the argument for appeal.
2. The first level of appeal is to the Dean of the academic college where the program/department resides. The Dean has ten business days to respond to the appeal. The written response/decision must be sent via email and certified mail. A copy of the response should be sent to all parties, including the Dean of GROE and the Office of the Registrar.
3. If the student is unsatisfied with the first level of appeal, they can appeal to the Dean of GROE (second level of appeal). The student has five business days from receipt of the response from the Dean of the academic college to send an appeal. The written response/decision must be sent via email and certified mail. A copy of the response should be sent to all parties, including the Office of the Registrar.
4. The Dean of GROE has ten business days to respond to the appeal. Their decision is considered final and permanent. The written response/decision must be sent via email and certified mail.

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:6299 Research and xxx:629R Directed Research. For the Master of Science (M.S.) degree with thesis, a minimum of 21 semester hours must be in coursework other than xxx:6299 Research and xxx:629R Directed Research. The remainder of the 30 semester hours will be xxx:6299 thesis research credit. See departmental listings for program descriptions.
2. 6000-level credits: A minimum of 9 semester hours of 6000-level credit, other than xxx:6299 Research and xxx:629R Directed Research, taken at the University of Northern Iowa is required. A minimum of 6 semester hours of xxx:6299 and a maximum of 12 semester hours of xxx: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:6299, a thesis major can register for 1-12 hours of xxx: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:629R cannot be applied

Graduate Information, Admission, Academic Regulations, and Degree Requirements

to the required minimum hours for the degree or the required minimum hours of 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. Complete any additional program graduation requirements. See program-specific requirements.
5. Meet the seven-year recency of credit requirement.
6. 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 Studies submission deadlines.
7. Any use of Generative Artificial Intelligence should be appropriately documented within the written document and listed on the Reference Page. If the student fails to report AI use, disciplinary action will be taken, which could result in program dismissal. It is recommended that students consult their academic advisor for program-specific guidelines.
8. Meet the residence credit requirement.
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. **Application to graduate must be submitted by November 10 for Fall, April 1 for Spring, or July 1 for Summer terms.** During the semesters, these dates ensure that students' names can be included in the commencement publication. If the department or Graduate Studies does not approve a post-term applicant, the student must apply for graduation the next term. Late fees apply.

Graduate Student Eligibility to Participate in Commencement Ceremony

Graduate students may participate in commencement at the end of the Fall or Spring term when 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, 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 the summer and apply after April 1 for summer graduation (degree conferral) are only eligible to participate in fall commencement.

Non-Thesis Plan

1. The number of required graduate credit hours 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:6299 Research and xxx:629R Directed Research. See departmental listings for program descriptions.
2. 6000-level credits: A minimum of 12 semester hours of 6000-level credit, taken at the University of Northern Iowa is required. No more than 3 semester hours of xxx:6299 can be applied to the requirements for the degree. Following enrollment in 3 semester hours of xxx:6299, a non-thesis major can register for 1-12 hours of xxx: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:629R cannot be applied to the required minimum hours for the degree or the required minimum hours of 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 **substantial artifact** as specified by the student's graduate program. This type of assessment must be evaluated by at least one member of the graduate faculty and approved and filed by the department. The department determines if the artifact is substantial enough to warrant retention in Scholarworks. The Division of Graduate Studies is notified upon completion of this requirement via an electronic form submitted by the department.
6. Complete any additional program graduation requirements. See program-specific requirements.
7. Any use of Generative Artificial Intelligence should be appropriately documented within the written document and listed on the Reference Page. If the student fails to report AI use, disciplinary action will be taken, which could result in program dismissal. It is recommended that students consult their academic advisor for program-specific guidelines.
8. Meet the residence credit requirement.
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. **Application to graduate**

must be submitted by November 10 for Fall, April 1 for Spring, or July 1 for Summer terms. During the semesters, these dates ensure that students' names can be included in the commencement publication. If the department or Graduate Studies does not approve a post-term applicant, the student must apply for graduation the next term. Late fees apply.

Graduate Student Eligibility to Participate in Commencement Ceremony

Graduate students may participate in commencement at the end of the Fall or Spring term when 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, 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 the summer and who apply after April 1 for summer graduation (degree conferral) are only eligible to participate in fall commencement.

a. Thesis Plan - Credit Hours

The total number of credit hours of research permitted for thesis work will vary with the program. Master's theses (M.A., M.A.E.) include a 6-9 hour research credit requirement. The M.S. thesis option requires a maximum of 9 credit hours of research. However, in all cases, to earn research credit the student registers for the appropriate numbered course (xxx:6299), **not more than 6 hours in any semester.** The instructor may assign an *RC* for *Research Continued*, if the instructor feels the work has not reached the stage where it can be evaluated.

In conjunction with Graduate Studies, 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 (beyond the 48 month duration). If, at the end of that time, the work has not been completed, the grade of *RC* will be changed to an *F (Failure)*. Once the extended instructional period is finished, the *RC* grade will be replaced with the appropriate grade assigned by the instructor. If the *RC* grade is not replaced with an appropriate grade within an instructional period, the *RC* will be automatically entered as an *F* on the student record after 48 months.

3. Thesis

A thesis is required of all students who choose the thesis option. Because the thesis serves 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 Graduate Studies *Thesis and Dissertation Manual* at <https://guides.lib.uni.edu/thesis-and-dissertation-formatting/>. 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 cover 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

Students on the thesis option must select a thesis committee in consultation with their academic advisors (usually within the first 9-18 credit hours of coursework). They must file a Committee Appointment Form (available at <https://grad.uni.edu/current-students>) for Graduate Studies approval. The committee consists of a faculty chairperson, who must hold regular graduate faculty status, and two committee members, one of whom must hold regular graduate faculty

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. Graduate Studies receives an electronic notification.

2. Research credit

Registration for xxxx 6299 Research (where xxxx is the department subject area) will not be accepted until the student has submitted a statement or outline of the proposed research project and has secured the approval of the person directing the research project and the head of the appropriate department. A copy of the completed research report, approved by the director of the research project and the department head, should be filed with the departmental office.

Research carries residence credit and may be pursued either on or off campus.

status and the other may have either regular graduate faculty status or associate status. The student can add additional persons beyond the core composition of three members. The committee assists students in further defining coursework, supervises thesis research and writing, proposal requirements, and eventually accepts or rejects the thesis. Further committee responsibilities are outlined in the *Thesis and Dissertation Manual*.

c. Thesis Proposal

The student, in conjunction with the committee chair, should make arrangements to present the thesis proposal to the committee. Formal work on the thesis may not proceed without approval from the committee. Specifications of what fulfills the proposal requirements are determined by the program and department in conjunction with Graduate Studies. Students should consult with the chair and program for details on fulfilling the thesis proposal.

d. Formatting Assistance and Preliminary Checks

Students may elect to attend a formatting workshop to guide them toward meeting the document formatting requirements for the thesis. Workshops are provided during Fall and Spring semesters and benefit students who have a proposal draft, or equivalent to three chapters.

Students may also choose to send a copy to the Reviewer for a preliminary check. This should occur as early as the semester in which the proposal is approved. This check will be an abridged session that will cover all components of the final review.

Students may also schedule appointments with the Reviewer for further assistance.

e. Graduate Studies Review Deadline and Oral Defense to Committee

The Graduate Studies Review and Oral Defense may occur in any order so long as the work is submitted to Graduate Studies by the review deadline for the semester of completion. These processes may be occurring simultaneously. Because of this, the sections below include information on both processes.

- i. **Graduate Studies Review** - In the semester of intended completion, the student must submit an electronic copy of the thesis to Graduate Studies for review. This does not need to be a final copy of the document, but should be close to the end product.

This review will point out errors of style and provide a citation review. Common errors will not be identified throughout the whole document; rather, students will be guided to understand the common error and be expected to apply it throughout the document. All corrections requested at the time of review must be completed prior to submission.

Appointments with the Reviewer may help direct the student's understanding of the corrections. The student should work with the committee to ensure these corrections properly reflect the expectations of their field.

The review deadline for the Fall and Spring semesters are **six weeks before commencement**. For summer deadlines, see the section on summer terms and deadlines.

- ii. **Oral Defense to Committee** - All students must have a formal oral defense of their thesis before a committee, which must meet the composition noted in the section above. Upon successfully completing the defense, the student must submit the electronic Thesis Approval Form (available at <https://grad.uni.edu/current-students>). Note: this form will go to the chair for approval before being sent to Graduate Studies. This form will not be approved by Graduate Studies until final approval is granted (see section on final approval below) so the student should not wait for a notification and should continue the process of submitting their work.

The student may choose to bring print copies of the approval page (located within the formatted thesis document, page ii) to the defense to be signed by the committee for personal use (e.g. use in binding a print copy for their personal libraries). Graduate Studies does not require this or facilitate the binding of personal copies. The student should obtain committee members' signatures and then submit the page(s) to the Graduate Studies office, for the dean's signature, along with a mailing address for them to be returned to upon final approval.

While there is no official deadline for oral defenses at the Graduate Studies level (students should contact their departments for any internal deadlines), students should aim to complete this defense with enough time to make any final changes prior to the semester submission deadline.

- f. **Submission Deadline and Process** - Submission of the thesis may occur once the committee's approval of the content and the oral defense is granted and all requirements at the departmental level have been satisfied. The student must have met all of the expectations outlined during the review. Submission of a thesis includes the electronic Thesis Approval Form (available at <https://grad.uni.edu/current-students>). Note: Submission **does not** guarantee final approval.

The submission deadline for the Fall and Spring semesters is **two weeks before commencement**. For summer deadlines, see the section on summer terms and deadlines.

- i. **Final Check** - The final check process will begin once the final copy has been submitted to Graduate Studies. This check will ensure that any minor revisions necessary to meet requirements are clarified to the student and made in a timely manner. Matters of citation management, proper use, and document formatting will be checked at this time. If a submitted thesis requires more substantial corrections during the final check, the student will receive direction on what corrections and edits they must make to be approved and given a new timeline to re-submit. **Substantial corrections and/or missing the deadlines outlined in the updated timeline may delay approval to a future semester.**

ii. **Final Approval** - Students will be granted final approval upon fulfilling any final corrections requested during the final check. Students need to submit the Library Permission to Preserve Form, sent to them at the time of approval, for Rod Library's ScholarWorks unit. This form dictates the approved access levels to the electronic thesis through UNI's digital repository. Chairs should discuss any needs for embargo periods to allow for publication or restrictions to the student's work that the student should consider. It ultimately is up to the student, as the scholar, to determine which access levels best suit their needs. Upon receipt of the Library Permission to Preserve Form, the thesis approval process is finalized and a notification is sent to the Office of the Registrar to record the completion of the requirement. If a student sends paper copies of their approval page to Graduate Studies, they receive the dean's signature at this time.

g. **Summer Term and Deadlines** - Due to the nature of summer term, the deadline for review and submission of the thesis follows a different timeline than fall and spring.

- Students must submit for the review deadline during the spring term immediately preceding the summer in which they intend to complete their thesis.
- **The final submission must be made by the final day of class in the summer term.**
- Students must consult with their committee and department to ensure availability to assist the student with completing their research and defending over the summer term. It is recommended that departments draft a memorandum of understanding with faculty who are not on contract; however, students are ultimately responsible for clearly communicating their intent with their committee and forming an agreeable schedule with everyone involved.

Summary of Hour Requirements and Limits

Below is a summary of the hour requirements and limits for both the thesis and the non-thesis plans. Some degrees have higher minimum-hour requirements. Departments may require additional hours for individuals with **specific programs or special objectives**. There are no exceptions to the maximum hour limits.

Thesis

Minimum graduate hours required *	30
Minimum hours of credit at UNI unique to the particular degree (two-thirds of minimum hours for degree)	20
Minimum hours required in courses numbered 6000 and above at UNI †	15
Maximum usable hours in transfer, self-paced and credit applied to other degrees combined **	10
Maximum usable hours of self-paced credit (requires Graduate Studies preapproval)	3
Maximum usable hours of workshop credit	15

Maximum usable hours of opted non-graded credit (requires Graduate Studies preapproval)	3
Maximum usable hours of credit in C range (C-, C, C+)	6

* Includes 6 to 9 hours for research (xxx:6299), depending on the master's program. Total hours depends on major chosen.

**Up to one-third of the minimum hours required for the particular degree.

† Includes no more than 6 hours research credit (xxx:6299) for thesis. Some departments have a higher minimum.

Non-thesis

Minimum graduate hours required *	30
Minimum hours of credit at UNI unique to the particular degree (two-thirds of minimum hours for degree)	20
Minimum hours required in courses numbered 6000 and above at UNI †	12
Maximum usable hours in transfer, self-paced and credit applied to other degrees combined **	10
Maximum usable hours of self-paced credit (requires Graduate Studies preapproval)	3
Maximum usable hours of workshop credit	15
Maximum usable hours of opted non-graded credit (requires Graduate Studies preapproval)	3
Maximum usable hours of credit in C range (C-, C, C+)	6

* Includes at least one culminating paper. Total hours depends on major chosen.

**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: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 9 semester hours of work may be shared by two Master's degrees, whether concurrent or sequential.** All university graduation requirements including completion of 6000-level coursework, and all other specific requirements shall be met for the second major, in addition to work completed for the first major.

Dual Master's Degree Programs

Programs partnering on dual master's degree programs must have a program of study on file in the Division of Graduate Studies and the Office of the Registrar.

Students may pursue dual master's degrees concurrently by meeting all requirements for both degree programs. Students must be admitted into both programs, and the Registrar's Office must be notified through the appropriate channels. **Only 9 hours of work may be shared by two master's degrees, whether concurrent or sequential.** All university graduation requirements, including completion of 6000-level coursework and all other specific requirements, shall be met for the second major, in addition to work completed for the first

Graduate Information, Admission, Academic Regulations, and Degree Requirements

major. A common thesis or non-thesis artifact and other program exit requirements are permissible.

Master's Degree Concurrent With or After a Doctoral Degree

A maximum of six hours of graduate credit applied to meet the requirements of a doctoral degree may be applied to both the doctoral degree and an additional graduate degree beyond the first Master's degree. No course may apply to both the first Master's degree and a doctoral degree.

Master of Accounting Degree

Students interested in the Master of Accounting (MAcc) degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the Department of Accounting for any other application requirements. Graduate information and application for graduate admission can be found at <https://admissions.uni.edu/apply>.

Students who plan to receive the degree Master of Accounting (MAcc) must meet the common regulations and requirements for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements.

Refer to Department of Accounting in this University Catalog for program requirements.

Master of Arts Degree

Students interested in the Master of Arts degree program must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the appropriate department for any other application requirements. Graduate information and application for graduate admission can be found at <https://admissions.uni.edu/apply>.

The Master of Arts degree encompasses various types of programs. Some programs lead to licensing as a professional, while many are focused on research and/or preparation for doctoral programs. Several programs develop the content knowledge of practicing teachers; some prepare students for other career areas. The common thread in all Master of Arts programs is the focus on building the student's expertise in the subject and development of the student as a professional in the broadest sense of the word.

Students who plan to receive the degree Master of Arts (M.A.) must meet the common regulations and requirements for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements. See individual department sections as noted below for specific major requirements. In most majors both the thesis and the non-thesis plans are available. For an accurate listing of programs, visit the Graduate Studies website: <https://www.grad.uni.edu/explore-our-graduate-programs>

A number of curricula lead to the degree of Master of Arts. The following majors are offered:

- Art Education (Department of Art and Graphic Design)
- Athletic Training (MATR) (Department of Kinesiology & Athletic Training)
- Communication and Media (Department of Communication and Media)
- Counseling (Department of Family, Aging & Counseling)
- English (Department of Languages and Literatures)
- Geography (Department of Geography)
- History (Department of History)
- Instructional Design and Learning Technologies (Department of Learning, Leadership, and Community)
- Interdisciplinary Studies (Interdisciplinary)
- Leadership in Physical Education (Department of Kinesiology & Athletic Training)
- Kinesiology and Sport Performance (Department of Kinesiology & Athletic Training)
- Mathematics (Department of Mathematics)
- Mathematics for the Elementary and Middle Grades (K-8) (Department of Mathematics)
- Music (School of Music)
- Organizational Management (Wilson College of Business)
- Philanthropy and Nonprofit Development (Department of Learning, Leadership, and Community)
- Postsecondary Education: Student Affairs (Department of Learning, Leadership, and Community)
- Psychology (Department of Psychology)
- Recreation, Tourism, and Nonprofit Leadership (Department of Learning, Leadership, and Community)
- School Library Studies (Department of Literacy, Early Childhood and Special Education)
- Science Education (Science Education)
- Social Science (Social Science)
- Speech-Language Pathology (Department of Communication Sciences and Disorders)
- Teacher Leadership for International Educators (currently suspended) (Department of Learning, Leadership, and Community)
- Teaching English in Secondary Schools (Department of Languages and Literatures)
- Teaching English to Speakers of Other Languages (TESOL) (Department of Languages and Literatures)

- Women's and Gender Studies (Interdisciplinary and College of Social and Behavioral Sciences)

Master of Arts in Education Degree

Students interested in the Master of Arts in Education degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the appropriate department for any other application requirements. Graduate information and application for graduate admission can be found at <https://admissions.uni.edu/apply>.

This degree is designed for students whose work is primarily in professional education. Both the thesis and non-thesis plans are available.

Many programs at this level carry with them the requirements for teacher licensure. In some cases, students may be building up competency in a field in which they have had little or no preparation at the bachelor's level. For these reasons some of the programs must carry with them a substantial number of specific requirements. Whenever possible, however, an effort is made to keep the specific course requirements for each major at a minimum, so students, with the help of their advisor and the departmental committee, may plan the graduate program which will best meet the students' individual needs.

Students who plan to receive the degree Master of Arts in Education (M.A.E.) must meet the common regulations and requirements for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements. See individual department sections as noted below or contact the head of the department offering the major for specific major requirements.

The following majors are offered:

Department of Elementary and Middle Level Education

- Elementary Education
- Transformative Education

Department of Learning, Leadership, and Community

- Educational Psychology: Context and Techniques of Assessment
- Principalship

Department of Literacy, Early Childhood and Special Education

- Early Childhood Education
- Literacy Education
- Special Education

Master of Arts in Teaching Degree

Students interested in the Master of Arts in Education degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the appropriate department for any other application requirements. Graduate information and application for graduate admission can be found at <https://admissions.uni.edu/apply>.

The Master of Arts in Teaching (MAT) is the degree of choice for future teachers with a bachelor's degree in a subject area taught in schools and who do not currently hold a teaching license. This 35-credit hour graduate degree program targets secondary school teaching roles. The program features graduate coursework in methods, educator essentials, and professional experiences from the core UNI Teacher Education program.

The following major is offered:

- Secondary Education (Department of Educational Foundations and Professional Experiences)

Master of Athletic Training Degree

Students interested in pursuing this major must apply and be formally admitted to this program. Students should apply for the Master of Athletic Training program through Graduate Studies and Admissions. Program admission is based on undergraduate GPA, completion of prerequisite courses, program application materials, and admission to Graduate Studies. Students interested in the program must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the Division of Athletic Training (within the Department of Health, Recreation and Community Services) for program application materials or for any other application requirements. Graduate information and application for graduate admission can be found at <https://admissions.uni.edu/apply>. Applications will be due by February 1 of each year. Decisions and admittance into the program will be announced by mid-March.

The Master of Athletic Training major is designed to prepare students to become athletic training professionals. It prepares students for the National Athletic Training Board of Certification Examination as well as eligibility for an Athletic Training License in the State of Iowa. The curriculum is based upon cognitive and psychomotor learning experiences. The athletic training education program is accredited by the Commission on the Accreditation of Athletic Training Education (CAATE).

Students who plan to receive the degree Master of Athletic Training (MATR) 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 Kinesiology & Athletic Training in this University Catalog for major program requirements.

Master of Business Administration Degree

Students interested in the Master of Business Administration degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the Wilson College of Business for any other application requirements. Graduate information and application for graduate admission can be found at <https://admissions.uni.edu/apply>.

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

Graduate Information, Admission, Academic Regulations, and Degree Requirements

liberal arts, sciences, and engineering, as well as those with degrees in business. The M.B.A. program is accredited by AACSB International, the primary accrediting organization for management education. The program is offered in a face-to-face format at an off-campus location.

The plan of study prescribed for the degree is structured to develop graduates who will have acquired:

1. an understanding of the theoretical and practical aspects of the process of policy formulation and implementation;
2. a comprehension of environmental factors-economic, legal, social, and political-which affect the individual in the performance of managerial responsibilities;
3. an understanding of analytical techniques and the use of quantitative data in the administration of business controls;
4. the ability to communicate ideas effectively in oral and written form; and
5. a basic knowledge of selected functional areas of business administration.

Admission to the Master of Business Administration program is dependent upon the quality of the applicant's undergraduate record, the score on the Graduate Management Admission Test (GMAT), and writing skills demonstrated on the addendum to the application. The GMAT must be taken prior to acceptance into the program.

Students who plan to receive the degree Master of Business Administration (M.B.A.) must meet the common regulations and requirements for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements.

Refer to Master of Business Administration in this University Catalog for program requirements - to view on website go to www.uni.edu/catalog/collegeofbusinessadministration; to view PDF version go to "Interdisciplinary" section of the catalog.

Master of Music Degree

Students interested in the Master of Music degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the School of Music for any other application requirements. Graduate information and application for graduate admission can be found at <https://admissions.uni.edu/apply>.

*Students wishing to take a course for graduate credit in the School of Music or wishing to pursue a degree program in this department must consult with the **Associate Director for Graduate Studies in Music** prior to registration for the course. Detailed information concerning requirements and procedures will be provided, and specific evidence of previous accomplishments will be reviewed.*

The Master of Music degree is a professional degree designed to prepare the graduate for:

1. enhanced opportunity in public and private school music teaching,
2. a college teaching career,
3. a performance career as a professional musician or composer, or

4. further graduate work at the doctoral level.

The following majors are offered:

- Composition
- Conducting
- Jazz Pedagogy
- Music Education
- Music History
- Performance
- Piano Performance and Pedagogy

Applicants for a graduate degree program in the School of Music should possess the baccalaureate degree in music or a demonstrated equivalent. Students should have attained a high degree of proficiency in one or more of the following areas:

- performance
- theory-composition
- conducting
- music education
- music history

Students who plan to receive the degree Master of Music (M.M.) must meet the common regulations and requirements for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements.

Refer to School of Music in this University Catalog for specific admission and major program requirements (website www.uni.edu/catalog/collegeofhumanitiesartsandsciences/schoolofmusic)

Master of Public Policy

Students interested in the Master of Public Policy degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the Department of Political Science for other application requirements. Graduate information and application for graduate admission can be found at <https://admissions.uni.edu/apply>.

The Master of Public Policy is a professional interdisciplinary degree program providing specialized and advanced training for students wishing to assume roles as policy analysts, principally in the governmental and nonprofit sectors of society.

Core courses in the program provide thorough coverage of the contributions of political science and other disciplines to the analysis of public policy. The core also includes methods courses that provide training in the rigorous methods of policy analysis and evaluation required of professionals in the field. Topical courses allow students to develop an understanding of substantive areas of policy analysis. Research requirements allow students to apply theory and methods to actual policy problems.

Students who plan to receive the degree Master of Public Policy (M.P.P.) must meet the common regulations and requirements for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements.

Refer to Department of Political Science in this University Catalog for program requirements.

Master of Science Degree

Students interested in the Master of Science degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the appropriate department for any other application requirements. Graduate information and application for graduate admission can be found at <https://admissions.uni.edu/apply>.

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:

- Applied Engineering (Department of Applied Engineering)
- Biology (Department of Biology)

Master of Social Work Degree

Students interested in the program must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the Department of Social Work for any other application requirements. Graduate information and application for graduate admission can be found at <https://admissions.uni.edu/apply>.

The Master of Social Work program is accredited by the Council on Social Work Education.

The mission of the University of Northern Iowa's Master of Social Work degree program is to prepare students for trauma informed practice or social administration. There is commitment to serve the community and to contribute new knowledge to the field. Students and faculty are also committed to creating environments that enhance optimal human potential and growth. Theoretical underpinnings and learning environment are based on systems and strengths perspectives. Advocacy and promotion of cultural sensitivity, human rights, and social and economic justice are central to the program.

Students who plan to receive the degree Master of Social Work (M.S.W.) must meet the common regulations and requirements for all graduate programs, as well as the specific regulations and requirements for the master's program as described in this University Catalog and the specific major requirements. .

Refer to Master of Social Work in this University Catalog for major program requirements.

Professional Science Master's Degree (suspended)

Students interested in the Professional Science Master's degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the appropriate department for any other application requirements. Graduate information and application for graduate admission can be found at <https://admissions.uni.edu/apply>.

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:

- Industrial Mathematics (Department of Mathematics)

Specialist in Education Degree

Students interested in the Specialist in Education degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list or contact the Department of Learning, Leadership, and Community for any other application requirements. Graduate information and application for graduate admission can be found at <https://admissions.uni.edu/apply>.

The following major is offered in the Department of Learning, Leadership, and Community:

- School Psychology

Refer to Department of Learning, Leadership, and Community 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:

Graduate Information, Admission, Academic Regulations, and Degree Requirements

a. 6000-level credit

A student must earn at least 15 semester hours of credit in courses numbered 6000 or above.

b. Research credit

For the thesis option, not more than 6 hours of research credit (xxx: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:6299) can be included in the 36 (or more) hours of post-master's credit.

i. Thesis Credit Hours

The work on a thesis will involve 6 hours of research credit (xxx: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. In conjunction with Graduate Studies, 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 (beyond the 48 month duration). Once the instructional period is finished, the *RC* grade will be replaced with the appropriate grade assigned by the instructor. If the *RC* grade is not replaced with an appropriate grade within an instructional period, the *RC* will be automatically entered as an *F (Failure)* on the student record after 48 months.

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. Self-Paced credit

See the Common Regulations and Requirements for All Graduate Programs.

f. Workshop credit

See the Common Regulations and Requirements for All Graduate Programs.

3. Scholarship

A cumulative grade index of 3.00 (B average) must be earned as graduate students in all courses on the advisement report. No credit toward graduation is allowed for a course in which a grade below C- is earned. See also the Common Regulations and Requirements for All Graduate Programs.

4. Residence requirement

See the Common Regulations and Requirements for All Graduate Programs.

5. Examinations

Students must pass a comprehensive written and oral examination. These examinations are reported to Graduate Studies by the student's department via electronic form found at grad.uni.edu.

6. 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 Graduate Studies *Thesis and Dissertation Manual* at <https://guides.lib.uni.edu/thesis-and-dissertation-formatting/>. 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

Students on the thesis option must select a thesis committee in consultation with their academic advisors (usually within the first 9-18 credit hours of course work). They must file a Committee Appointment Form (available at <https://grad.uni.edu/current-students>) for Graduate Studies approval. The committee consists of a faculty chairperson, who must hold regular graduate faculty status, and two committee members, one of whom must hold regular graduate faculty status and the other may have either regular graduate faculty status or associate status. The student can add additional persons beyond the core composition of three members. The committee assists students to further define course work, supervises thesis research and writing, proposal requirements, and eventually accepts or rejects the thesis. Further committee responsibilities are outlined in the *Thesis and Dissertation Manual*.

c. Thesis Proposal

The student, in conjunction with the committee chair, should make arrangements to present the thesis proposal to the committee. Formal work on the thesis may not proceed without approval from the committee. Specifications of what fulfills

the proposal requirements are determined by the program and department in conjunction with Graduate Studies. Students should consult with the chair and program for details on fulfilling the thesis proposal.

d. **Formatting Assistance and Preliminary Checks**

Students may elect to attend a formatting workshop to guide them towards meeting the document formatting requirements for the thesis. Workshops are provided during Fall and Spring semesters and benefit students who have a proposal draft, or equivalent to three chapters.

Students may also choose to send a copy to the Reviewer for a preliminary check. This should occur as early as the semester in which the proposal is approved. This check will be an abridged session which will cover all components of the final review.

Students may also schedule appointments with the Reviewer for further assistance.

e. **Graduate Studies Review Deadline and Oral Defense to Committee**

The Graduate Studies Review and Oral Defense may occur in any order so long as the work is submitted to Graduate Studies by the review deadline for the semester of completion. These processes may be occurring simultaneously. Because of this, the sections below include information on both processes.

- i. **Graduate Studies Review** - In the semester of intended completion, the student must submit an electronic copy of the thesis to Graduate Studies for review. This does not need to be a final copy of the document, but should be close to the end product.

This review will point out errors of style and provide a citation review. Common errors will not be identified throughout the whole document; rather, students will be guided to understand the common error with the expectation they will apply it throughout the document. All corrections requested at the time of review must be completed prior to submission.

Appointments with the Reviewer may help direct the student's understanding of the corrections and the student should work with the committee to ensure these corrections properly reflect the expectation of their field.

The review deadline for Fall and Spring semesters is **six weeks prior to commencement**. For summer deadlines, see the section on summer term and deadlines.

- ii. **Oral Defense to Committee** - All students must have a formal oral defense of their thesis before a committee, which must meet the composition noted in the section above. Upon successful completion of the defense, the student is required to submit the electronic Thesis Approval Form (available at <https://grad.uni.edu/current-students>). Note: this form will go to the chair for approval before being sent to Graduate Studies. This form will not be approved by Graduate Studies until final approval is granted (see section on final approval below) so the student

should not wait for a notification and should continue the process of submitting their work.

The student may choose to bring print copies of the approval page (located within the formatted thesis document, page ii) to the defense to be signed by the committee for personal use (e.g. use in binding a print copy for their personal libraries). Graduate Studies does not require this and does not facilitate the binding of personal copies. The student should obtain committee members' signatures and then submit the page(s) to the Graduate Studies office, for the dean's signature, along with a mailing address for them to be returned to upon final approval. This should be printed on white, acid free, 25% or 100% cotton paper.

While there is no official deadline for oral defenses at the Graduate Studies level (students should contact their departments for any internal deadlines), students should aim to complete this defense with enough time to make any final changes prior to the semester submission deadline.

- f. **Submission Deadline and Process** - Submission of the thesis may occur once the committee's approval of the content and the oral defense is granted and all requirements at the departmental level have been satisfied. The student must have met all of the expectations outlined at the time of the review. Submission of a thesis includes: (1) sending an electronic copy of the final thesis to Graduate Studies for a final check and (2) submission of the electronic Thesis Approval Form (available at <https://grad.uni.edu/current-students>). Note: Submission **does not** guarantee final approval.

The submission deadline for Fall and Spring semesters is **two weeks prior to commencement**. For summer deadlines, see the section on summer term and deadlines.

- i. **Final Check** - Once the final copy has been submitted to Graduate Studies, the final check process will begin. This check will ensure that any minor revisions necessary to meet requirements are clarified to the student and made in a timely manner. Matters of citation management and proper use, as well as document formatting, will be checked at this time. If a submitted thesis requires more substantial corrections at the time of the final check, the student will receive direction on what corrections and edits they must make to be approved and given a new timeline to re-submit. **Substantial corrections and/or missing the deadlines outlined in the updated timeline may delay approval to a future semester.**
- ii. **Final Approval** - Students will be granted final approval upon fulfilling any final corrections requested during the final check. Students need to submit the Library Permission to Preserve Form, sent to them at the time of approval, for Rod Library's ScholarWorks unit. This form dictates the approved levels of access to the electronic thesis through UNI's digital repository. Chairs should discuss any needs for embargo periods, to allow for publication, or restrictions to the student's work that the student should consider. It ultimately is up to the student, as the scholar, to determine which levels of access best

suit their needs. Upon receipt of the Library Permission to Preserve Form, the thesis approval process is finalized and a notification is sent to the Office of the Registrar to record the completion of the requirement. If a student sent paper copies of their approval page to Graduate Studies, they receive the dean's signature at this time.

- g. **Summer Term and Deadlines** - Due to the nature of summer term, the deadline for review and submission of the thesis follows a different timeline than fall and spring.
- Students must submit for the review deadline during the spring term immediately preceding the summer in which they intend to complete their thesis.
 - **The final submission must be made by the final day of class in the summer term.**
 - Students must consult with their committee and department to ensure availability to assist the student with completing their research and defending over the summer term. It is recommended that departments draft a memorandum of understanding with faculty who are not on contract; however, students are ultimately responsible for clearly communicating their intent with their committee and forming an agreeable schedule with everyone involved.

7. Non-Thesis Option

Complete at least one substantial written report documenting research, a project or an internship, as specified by the student's graduate program. This document must be supervised by at least one regular member of the graduate faculty, approved by the department and permanently filed with the departmental office. This requirement is reported to Graduate Studies upon completion by the student's department via electronic form found at grad.uni.edu.

8. 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 UNI cumulative grade point average of 3.00 or better will be required prior to recommendation for endorsement(s).** Students seeking licensure will need to consult the Registrar's Office for further guidance, and submit an undergraduate, post-baccalaureate application (see Post-baccalaureate, Undergraduate Study in this university catalog).

9. 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.

10. 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. **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. If the department or Graduate Studies does not approve a post-term applicant, the student will need to apply for graduation the next term. Late fees apply.

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.

Doctor of Education Degree

The Doctor of Education Degree is one degree supervised through the College of Education. It includes courses within specialized academic fields that are relevant to the students' dissertation topics:

- *Allied Health, Recreation, and Community Services*
- *Curriculum and Instruction*
- *Educational Leadership*
 - *Principalship*
 - *Special Education Director*
 - *Superintendency*
- *Postsecondary Education: Student Affairs*
- *Or interdisciplinary track that allows students to mix courses from multiple academic fields*

Students interested in the Doctor of Education (Ed.D.) degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNiverse Student Center To-Do list. Graduate

information and application for graduate admission can be found at <https://admissions.uni.edu/application>.

This program is intended to provide practicing educators, informal and nonformal settings, the opportunity to continue their study and earn the terminal professional degree in their field. The Ed.D. degree requires a **minimum of 48 semester hours of credit beyond the master's degree**. There are three components to the program:

Professional Common Core (work in educational foundations, fundamentals, and research)	24
Specialized Academic Fields	15
Dissertation	9
Total Hours	48

By design, *all* students are required to study in Professional Common Core that undergirds and defines educational practice and develops skills of problem definition, data collection and analysis, and interpretation. The Specialized Academic Fields provide a specialized focus on practice.

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 Specialized Academic Fields follow:

Allied Health, Recreation, and Community Services

This specialized academic field 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 the individual and collective well-being of people, communities and society as a whole. Graduates are prepared for careers as applied scholars, evaluators, or practitioners in public and environmental health departments, recreation and tourism industry; allied health and social services agencies; the military, government, and non-governmental agencies; religious organizations; libraries and museums; and civic and professional associations. The program of study will be based upon students' needs, interests, and upon approval by an academic advisor and program of study committee. For more information, contact the Head of the Department of Learning, Leadership, and Community.

Curriculum and Instruction

This specialized academic field is designed to prepare scholar practitioners to plan, implement, evaluate, and lead educational programs for children, from infancy through adolescence, and adult learners, inclusive of a wide range of diversity. Faculty in this specialized academic field come from many departments and disciplines including, but not limited to, prekindergarten through tertiary curriculum and pedagogy; foundations of education in psychology, philosophy, social sciences; disability studies in education, gifted and talented, and multicultural education; literacy education; instructional technology, school library studies; and P-12 content areas such as mathematics, physical education, science, social studies, and language arts. Students interested in becoming special education scholar-practitioners to plan, implement, evaluate, and supervise educational programs for children and adult learners with an

emphasis on inclusion and diversity will apply for admission through the Curriculum and Instruction specialized academic field. For more information, see <https://coe.uni.edu/academics/doctoral-program>.

Educational Leadership

This specialized academic field in education administration prepares personnel for leadership positions in PK-12 schools, post-secondary institutions, and other educational services or settings. Typical positions held by educators with the terminal degree focused on educational leadership include: principals, superintendents, school district central office administrators, professors of educational leadership, special education directors at the Area Education Agency level or Department of Education administrators and consultants. Students interested in special education administration will apply for admission through Learning, Leadership, and Community. For more information, contact the Head, Department of Learning, Leadership, and Community, or please see the catalog at www.uni.edu/catalog/collegeofeducation/edpsychfoundleadershipstudies or visit <https://coe.uni.edu/epfls>.

Postsecondary Education: Student Affairs

This specialized academic field in postsecondary education prepares personnel for leadership positions in colleges and universities. Typical positions held by educators with the terminal degree focused on postsecondary education include: department heads, directors, vice presidents, professors, and consultants. For more information, contact the Head, Department of Learning, Leadership, and Community, or please see the catalog at www.uni.edu/catalog/collegeofeducation/edpsychfoundleadershipstudies or visit <https://coe.uni.edu/epfls>.

Interdisciplinary Track

The interdisciplinary track is designed to offer students a customizable educational path that integrates coursework from multiple academic fields within and beyond the College of Education. This track is ideal for those looking to blend disciplines such as Curriculum and Instruction, Educational Leadership, Postsecondary Education: Student Affairs, Allied Health, Recreation, and Community Services, or other disciplines offered at UNI. Courses in this track may come from a variety of departments and disciplines providing a broad spectrum of expertise and perspectives. Students have the flexibility to choose courses from any academic field offered at UNI, allowing for a personalized educational experience. Through this interdisciplinary track, students are equipped to plan, implement, and supervise programs across diverse professional contexts.

Admission to Doctoral Study

Initial Admission

Application for graduate admission can be found at <https://admissions.uni.edu/application>.

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 a specialized academic field since some previous specialization work is presumed.

Graduate Information, Admission, Academic Regulations, and Degree Requirements

1. The applicant must hold a master's degree from a regionally accredited institution of higher education.
2. Each applicant must submit official transcripts from all degree-granting universities, and from any colleges or institutions attended after earning their bachelor's degree.
3. Applicants may choose to submit one of the following required components, to be submitted to the Admissions Office.
 - a. The Graduate Record Examination (GRE) is required for admission - including the verbal, analytical, writing, and qualitative scores; OR
 - b. A writing sample (electronic) that reflects the applicant's writing ability from previous academic work. This professional writing sample may consist of a master's research paper or thesis, published article in an academic venue, or a paper presented at a professional conference.
4. The applicant must have a minimum of three years of professional 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 employer/supervisor in the applicant's profession.
6. Scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) are required from applicants whose first language is not English. The minimum required scores for regular admission without provision and eligibility to enroll in graduate courses is 550 (paper) / 79 (Internet) on the TOEFL or 6.5 on the IELTS. The requirement to submit these scores may be waived only by Graduate Studies through a direct request from a graduate program (not from a prospective student). A typical circumstance in which a waiver may be granted is that the student has completed a bachelor's or graduate degree at an accredited English-speaking institution.
7. The UNI Ed.D. program requires a written statement from each applicant as part of the total application packet. The written statement should articulate the applicant's professional background, reason for seeking the doctoral degree within the specific ISA, research interests, and a statement of career goals.
8. Applicants must have master's level introduction to statistics coursework prior to beginning this program: KAHHS 6210 or equivalent.
For applicants who do not have this requirement fulfilled, applicants should enroll in the online introduction to statistics course which will be available during the summer session prior to the fall start of the cohort for the Ed.D. program.

Regular admission with provisions **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. Admission with provisions will not be considered for applicants whose admission files are incomplete. A student admitted with provisions must be formally reclassified as an unconditional admit and course work completed during that time must be subsequently approved by an appropriate faculty committee before it may be applied to a degree.

Soon after admission, an advisor will be appointed for each student. In most instances, the advisor will be from the student's specialized academic field. The student should meet with the advisor to discuss the coursework for their 15-credit-hour specialized academic field.

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 GROE or designee, Dean or Associate Dean of the College of Education, and the College Committee for Doctoral Study. The student's doctoral advisor will make recommendations regarding the applicability of transfer credit. Hours that have been applied to the first master's degree cannot be transferred.

Credit from other Institutions: If applicants wish to have graduate level **transfer courses** considered for their graduate degree at UNI, official transcripts must be submitted to the UNI Office of Admissions at the time of admission to graduate study. Courses will not be evaluated for transfer credit eligibility until the student is in attendance at UNI. See <https://admissions.uni.edu/apply> for further information.

A maximum of 6 credits can be applied to both a doctoral degree and a second or third Master's degree or a Specialist degree.

A student must complete at least 36 hours of credit, including the Professional Common Core, with members of the UNI Graduate Faculty.

Graduation Requirements

1. Scholarship

A cumulative grade point average of 3.00 or above (on a 4.00 scale) must be maintained for all course work taken toward the Doctor of Education degree at the University of Northern Iowa. No more than 6 semester hours of C credit (C-, C, C+) may be applied toward credit for graduation. A course with a grade lower than C- cannot be used to fulfill degree requirements. See also the Common Regulations and Requirements for All Graduate Programs.

2. Hours of Credit

A minimum of 48 semester hours of credit beyond the master's degree is required. Students must complete the 24-credit Professional Common Core, the 15-credit Specialized Academic Field, and 9 credits of Dissertation Research.

a. Level of courses

Credit earned as part of the candidate's degree will be earned in courses which are at the graduate level (5000-level, 6000-level, or 7000-level). A minimum of 36 hours of course work

at the 6000-level or 7000-level must be completed. No more than 12 hours of credit at the 5000-level may apply toward the minimum hours.

b. Research credit

9 hours of INTDEPED 7399 is required for the degree. No more than 9 hours of research may be taken. Departmental 7399 courses will not be used to add additional research hours to the degree and should not be taken. Master's-level Research courses 6299 cannot be applied to a doctoral degree. Directed Research 629R may be taken after all hours of have been registered for, but for no more than 12 hours total and for no more than 6 hours in a given term. 629R cannot be applied to the required minimum hours for the degree or the required minimum hours of 6000-level or 7000-level for the degree.

c. Dissertation Research Hours

The dissertation will involve 9 hours of credit. The instructor may assign an RC for Research Continued, if they feel the work has not reached the stage where it can be evaluated.

In conjunction with Graduate Studies, 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 (beyond the 48 month duration). If at the end of that time the work has not been completed, the grade of *RC* will be changed to an *F (Failure)*. Once the extended instructional period is finished, the *RC* grade will be replaced with the appropriate grade assigned by the instructor. If the *RC* grade is not replaced with an appropriate grade within an instructional period, the *RC* will be automatically entered as an *F* on the student record after 48 months.

3. Time Limitation (Recency of credit)

Courses taken more than ten (10) years prior to the granting of the degree cannot be used to meet degree requirements. See the Common Regulations and Requirements for All Graduate Programs for information on extensions for military active duty or FMLA-type circumstances.

4. Self-Paced Courses

See the Common Regulations and Requirements for All Graduate Programs.

5. Workshop credit

See the Common Regulations and Requirements for All Graduate Programs.

6. Residence requirement

A student must complete 36 hours of credit, including the Professional Common Core, with members of the UNI Graduate Faculty.

7. Assessments

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

a. Doctoral comprehensive requirement

The comprehensive requirement is aligned with the dissertation proposal presentation. Successful defense of the doctoral dissertation proposal will satisfy the comprehensive requirement of the program. Upon successful completion of the comprehensive requirement, the degree candidate achieves the status of an active candidate. Completion of the comprehensive requirement is reported to Graduate Studies by the student's department via an electronic form. The doctoral comprehensive requirement is governed by the following conditions:

- i. The candidate will have completed a minimum of 30 hours of the program of study for a comprehensive examination.
- ii. The candidate will have satisfied the research proficiency requirement.
- iii. A candidate may be permitted to take the doctoral comprehensive examination a second time.

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 , the post-comprehensive registration number. Students who have completed their coursework, but have not yet passed the INTDEPED 7300 Post Comprehensive Examination, will be automatically registered and assessed a fee for INTDEPED:629C Continuous Registration until they have met the eligibility criteria for INTDEPED 7300.

b. Doctoral dissertation examination

Upon completion of their doctoral dissertation, the active candidate will request and submit to a public examination over the content, methodology, and results of the dissertation research. An announcement of this examination (defense) should be disseminated by the COE Dean's Office no less than 2 weeks prior to the defense date.

8. Dissertation

A dissertation is required of all candidates for the Doctor of Education degree. Because the dissertation is considered to serve a functional need, no attempt is made to limit the topics considered applicable. The dissertation is to be prepared and submitted in accordance with the most current edition of Graduate Studies *Thesis and Dissertation Manual* at <https://guides.lib.uni.edu/thesis-and-dissertation-formatting/>. This manual should be consulted prior to writing the dissertation.

The dissertation 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 dissertation is considered to contribute to the growth of such attributes as maturity of judgment, initiative, writing ability, and

organizational ability. The dissertation 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 Dissertation Topic

Students following the dissertation plan of study are urged to make at least a tentative selection of a topic early in their program.

b. Dissertation Committee

Doctoral candidates must form a committee consisting of a minimum of three core members. Two committee members, including the chair, must be current UNI graduate faculty and a third committee member may be a current UNI graduate faculty or outside member/practitioner holding associate graduate faculty status. The basic core composition will consist of a chair and two regular members. All members will be approved by Graduate Studies in conjunction with the College of Education, to serve on the committee. The College of Education may elect to designate a member in a specific role at the discretion of COE's academic dean or representative.

Up to two additional committee members (readers or contributors) may be added at the discretion of the committee chair and the College of Education. These additional personnel may participate in all committee responsibilities except for signature decisions.

The committee assists students to further define course work, supervises dissertation research and writing, and eventually accepts or rejects the dissertation. Further committee responsibilities are outlined in the Thesis and Dissertation Manual. Candidates must file a Committee Appointment Form (available at <https://grad.uni.edu/current-students>) for Graduate Studies approval.

c. Doctoral dissertation proposal

The student, in conjunction with their 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 the committee. An announcement of proposed defense should be disseminated following the College of Education's internal rules.

d. Formatting Assistance and Preliminary Checks

Students may elect to attend a formatting workshop to guide them towards meeting the document formatting requirements for their dissertation. Workshops are provided during Fall and Spring semesters and benefit students who have a proposal draft, or equivalent to three chapters.

Students may also choose to send a copy to the Reviewer for a preliminary check. This should occur as early as the semester in which the proposal is approved. This check will be an abridged session which will cover all components of the final review.

Students may also schedule appointments with the Reviewer for further assistance.

e. Graduate Studies Review Deadline and Oral Defense to Committee

The Graduate Studies Review and Oral Defense may occur in any order so long as the work is submitted to Graduate Studies by the review deadline for the semester of completion. These processes may be occurring simultaneously. Because of this, the section includes information on both processes.

- i. **Graduate Studies Review** - In the semester of intended completion, the student must submit an electronic copy of the dissertation to Graduate Studies for review. This does not need to be a final copy of the document, but should be close to the end product.

This review will point out errors of style and provide a citation review. Common errors will not be identified throughout the whole document; rather students will be guided to understand the common error with the expectation they will apply it throughout the document. All corrections requested at the time of review must be completed prior to submission.

Appointments with the Reviewer may help direct the student's understanding of the corrections and the student should work with their committee to ensure these corrections properly reflect the expectation of their field.

The review deadline for Fall and Spring semesters is **six weeks prior to commencement**. For summer deadlines, see the section on summer term and deadlines

- ii. **Oral Defense to Committee** - All students must have a formal oral defense of their dissertation before a committee, which must meet the composition noted in the section above. Further information relevant to doctoral candidates is outlined in the Examinations section above. Upon successful completion of the defense, the student is required to submit the electronic EdD Dissertation Approval Form (available at <https://grad.uni.edu/current-students>). Note: this form will go to the chair for approval, as well as College of Education approvers, before being sent to Graduate Studies. This form will not be approved by Graduate Studies until final approval is granted (below) so the student should not wait for a notification and should continue the process of submitting their work.

The student may choose to bring print copies of the approval pages (the two title pages with signature lines, located within the formatted dissertation document) to the defense to be signed by the committee for personal use (e.g. use in binding a print copy for their personal libraries). Graduate Studies does not require this and does not facilitate the binding of personal copies. The student should obtain committee members' signatures and then submit the page(s) to the Graduate Studies office, for the dean's signature, along with a mailing address for them to be returned to upon final approval. This should be printed on white, acid free, 25% or 100% cotton paper.

While there is no official deadline for oral defenses at the Graduate Studies level (students should contact their departments for any internal deadlines), students should aim to complete this defense with enough time to

make any final changes prior to the submission deadline. Announcement of the defense should follow the College of Education's guidelines.

f. **Submission Deadline and Process**

Submission of the dissertation may occur once the committee's approval of the content and the oral defense is granted and all requirements at the departmental level have been satisfied. The student must have met all of the expectations outlined at the time of the review. Submission for a doctoral dissertation includes: (1) sending an electronic copy of the final dissertation to Graduate Studies for a final check, (2) submission of the electronic EdD Dissertation Approval Form (available at <https://grad.uni.edu/current-students>), and (3) submission of the Survey of Earned Doctorates which can be found at <https://sed-ncses.org/login.aspx>. Note: Submission **does not** guarantee final approval. The submission deadline for Fall and Spring semesters is **two weeks prior to commencement**. For summer deadlines, see the section on summer term and deadlines.

- i. **Final Check** - Once the final copy has been submitted to Graduate Studies, the final check process will begin. This check will ensure that any minor revisions necessary to meet requirements are clarified to the student and made in a timely manner. Matters of citation management and proper use, as well as document formatting, will be checked at this time.

If a submitted dissertation requires more substantial corrections at the time of the final check, the student will receive direction on what corrections and edits they must make to be approved and given a new timeline to re-submit. **Substantial corrections and/or missing the deadlines outlined in the updated timeline may delay approval to a future semester.**

- ii. **Final Approval** - Students will be granted final approval upon fulfilling any final corrections requested during the final check. Students need to submit the Library Permission to Preserve Form, sent to them at the time of approval, for Rod Library's ScholarWorks unit. This form dictates the approved levels of access to the electronic dissertation through UNI's digital repository. Chairs should discuss any needs for embargo periods, to allow for publication, or restrictions to the student's work that the student should consider. It ultimately is up to the student, as the scholar, to determine which levels of access best suit their needs.

Upon receipt of the Library Permission to Preserve Form, the dissertation approval process is finalized and a notification is sent to the Office of the Registrar to record the completion of the requirement.

If a student sent paper copies of their approval page to Graduate Studies, they receive the dean's signature at this time.

g. **Summer Term and Deadlines**

Due to the nature of summer term, the deadline for review and submission of the dissertation follows a different timeline than fall and spring.

- i. Students must submit for the review deadline during the spring term immediately preceding the summer in which they intend to complete their thesis.
- ii. **The final submission must be made by the final day of class in the summer term.**
- iii. Students must consult with their committee and department to ensure availability to assist the student with completing their research and defending over the summer term. It is recommended that departments draft a memorandum of understanding with faculty who are not on contract; however, students are ultimately responsible for clearly communicating their intent with their committee and forming an agreeable schedule with everyone involved.

9. **Application for Graduation**

It is the student's responsibility to make a timely application to graduate during the term the final degree requirements are completed.

Application for graduation must be completed online through MyUNiverse Student Center. A non-refundable graduation fee is charged each term a student applies to graduate. **To avoid paying a late application fee, an application to graduate must be submitted by November 10 for Fall terms, April 1 for Spring terms, or July 1 for Summer terms.** During the semesters, these dates ensure that students' names are eligible for inclusion in the commencement publication. Note that inclusion in the commencement publication is dependent upon meeting all requirements and receiving Graduate Studies approval. After the deadline, but before the end of the term, students may still apply for degree conferral that term, but a 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.** If the department or Graduate Studies does not approve a post-term applicant, the student will need to apply for graduation the next term. Late fees apply.

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 Fall commencement or thereafter 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.

Graduate Information, Admission, Academic Regulations, and Degree Requirements

- 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 paragraph immediately below:
- d. *Summer Graduation - Doctoral Degree Students*: All summer doctoral candidates may only participate in fall commencement or thereafter.

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 Graduate Studies and all degree requirements are met.