Graduate Information, Admission, Academic Regulations, and Degree Requirements

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www.grad.uni.edu
The University of Northern Iowa offers thirteen advanced programs leading to graduate degrees in:

- Master of Accounting
- Master of Arts
- Master of Arts in Education
- Masters of Athletic Training
- Master of Business Administration
- Master of Music
- Master of Public Policy
- Master of Science
- Master of Social Work
- Professional Science Master's
- Specialist in Education
- Doctor of Education
- Doctor of Industrial Technology

The University of Northern Iowa is a member of the Council of Graduate Schools in the United States and continues its endeavors to meet the needs of higher education and advanced preparation in diverse career fields with a strong and growing graduate program. Graduate degree programs were initiated at UNI in 1951 when the university was authorized by the Board of Regents, State of Iowa to offer a program of graduate work leading to the Master of Arts in Education (M.A.E.); the program began with the summer session of 1952. In 1960 the graduate program was extended with the addition of a sixth-year program leading to the Specialist in Education (Ed.S.) degree. The addition of the Doctor of Education (Ed.D.) program, approved by the Board of Regents, State of Iowa in 1982, enables UNI to offer a complete course of professional preparation for the educational practitioner. Three intensive study areas are available through this Doctor of Education degree program: allied health, recreation, and community services; curriculum and instruction; and educational leadership.

In recognition of a more general need for advanced study, the university further expanded the graduate program in 1965 with the addition of the Master of Arts (M.A.) degree. This program is open to students who plan to pursue careers in fields other than education and is available, as well, to students interested in doing advanced work in teaching fields - elementary, secondary, and college level.

The addition of the Master of Business Administration (M.B.A.) degree in 1975, the Master of Music (M.M.) degree in 1976, the Master of Public Policy (M.P.P.) degree in 1991, the Master of Science (M.S.) degree in Fall 1993, the Master of Social Work (M.S.W.) degree and the Master of Accounting (MAcc) degree in Fall 2000, the Professional Science Master’s (P.S.M.) degree in Fall 2006, and the Masters of Athletic Training (M.ATR.) degree in Fall 2016 demonstrates the university’s continued recognition of the changing needs of higher education and the institution’s desire to meet those needs. The Master of Business Administration degree is open to those whose career interests include management of organizations and people, in both the for-profit and not-for-profit sectors. It is best suited to those who have work experience after the undergraduate degree. The Master of Music is a professional degree designed for the student planning a career in college or secondary school teaching, for a performance career as a professional musician or composer, or for further study at the doctoral level. The Master of Public Policy is an interdisciplinary professional degree preparing students for careers principally in the public sector. The program is structured to accommodate both full-time students and those already in positions in public organizations. The Master of Science degree is offered in Athletic Training, Biology, and Technology and is designed to prepare students for positions in those areas. The Master of Social Work degree is designed to prepare students for the advanced practice of social work in a variety of public and non-profit settings. The Master of Accounting degree is designed for Accounting majors; however, other majors within the College of Business Administration may be admitted to the program. The Professional Science Master’s degree combines scientific or technical training with abbreviated business training and interdisciplinary cohort-building experiences. The Masters of Athletic Training degree 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).

The Doctor of Industrial Technology, the university’s first doctoral program, was authorized by the Board of Regents, State of Iowa to begin with the 1978 fall semester. The degree became the Doctor of Technology from Fall 2012 through Summer 2014, and returned to the Doctor of Industrial Technology in Fall 2014. This doctoral program provides advanced-level study in technology for a wide variety of professional fields and includes the study of the technological systems used in industry and their effect on society and culture.

Graduate majors are available in many departments, and graduate-level courses are offered by all departments of the university.

Those who wish to continue their professional and cultural growth without fulfilling the requirements for a graduate degree may do so in non-degree status if they satisfy the requirements for admission to graduate study.

Post-Baccalaureate, Undergraduate Study

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

1. a second baccalaureate degree (designation as senior,) or
2. teacher licensure (designation as senior) - a student who does not hold a teaching license and expects to be recommended by this university for an initial teaching license or student adding new endorsement(s) through UNI recommendation must also file an official transcript; this program requires the completion of a minimum of 12 semester hours at UNI before recommendation to the Board of Educational Examiners; or
3. courses for undergraduate credit (designation as unclassified)

Students with baccalaureate degrees do not earn graduate credit while in Post-baccalaureate Undergraduate status only. They must be admitted either to graduate Degree or Non-Degree Status.
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 the Graduate College has final authority on the admission decision for students (with our 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 Graduate College.

If applicants wish to have graduate level transfer courses considered for their graduate degree at UNI, official transcripts must be submitted to the UNI Office of Admissions at the time of admission to graduate study. Courses will not be evaluated for transfer credit eligibility until the student is in attendance at UNI. For UNI policies on eligible transfer courses see Program of Study in this catalog. Transfer credit is not processed for students in non-degree status at UNI.

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

English Proficiency

Applicants whose first language is not English must submit either a TOEFL or IELTS score. The requirement to submit a TOEFL or IELTS score may be waived only by the Graduate College through a direct request from a graduate program (not from a prospective student). A typical circumstance in which a waiver may be granted is that the student has completed a bachelor's or graduate degree at an accredited English-speaking institution. No waiver will be approved without evidence of English proficiency.

A TOEFL score of at least 550 (paper) / 79 (internet) or an IELTS score of at least 6.5 is required for regular admission without provisions and eligibility to enroll in graduate courses. Some graduate programs may require higher test scores; no program may admit a student without provisions with a lower score. To be eligible to be considered for admission with provisions in either degree or non-degree graduate status, a TOEFL score of at least 453 (paper) / 46 (internet) or an IELTS score of at least 5.5 is required. TOEFL MyBest scores are accepted and must meet the above criteria.

An admitted student with provisions for low TOEFL/IELTS must meet the standards for admission without provisions within three semesters of undergraduate enrollment at UNI, and prior to the start of the graduate program. This may be done in two ways: 1) by achieving a score of at least 550 (paper/79 (internet) on the TOEFL or of at least 6.5 on the IELTS. (The institutional TOEFL (offered 3 times per year) may be used to meet this requirement.); or 2) by successfully completing the Culture and Intensive Program (CIEP) with at least a B (3.0) in all level 7 CIEP courses. 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.

In exceptional cases, with the approval of the Department, CIEP, and the Graduate College, an admitted graduate student with a language requirement provision may be allowed to enroll in a graduate course while completing the English language requirement at UNI (only if starting at CIEP level 6 or 7). In this case, the student may enroll in up to 3 credit hours per semester and not exceed 6 graduate hours in total within an academic year. If the language requirement is not met within the first academic year of graduate study, admission to graduate study is void.

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

Application Dates
Applications for 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; TOEFL or IELTS scores (if the native language is not English); any other required test scores (GRE, GMAT); and any other application materials required by the graduate program (departmental application, letters of reference, goal statement, etc.). U.S. students should upload all materials (except transcripts and test scores) within the online application for admissions, email to AdmissionsProcessing@uni.edu or to the postal address below. Transcripts and 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.

International students must submit the following to the Office of Admissions for the admission file to be considered complete: the Application for Admission to Graduate Study; the application fee; official transcripts from the college or university granting the baccalaureate degree and any other colleges or universities attended after earning the bachelor’s degree, if other than the University of Northern Iowa; TOEFL or IELTS scores (if the native language is not English); any other required test scores (GRE, GMAT); and any other application materials required by the graduate program (departmental application, letters of reference, goal statement, etc.). International students should contact the department for information about required application materials and see also https://intladm.uni.edu/graduate-majors. International students should send all materials (except transcripts and test scores) to AdmissionsProcessing@uni.edu or to the postal address below. Transcripts and 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.

Applications for Degree Status are reviewed and acted upon by the appropriate academic department, the Office of Admissions, the Graduate College, and the Office of the Registrar. Responsibility for determining eligibility for admission to graduate degree programs rests primarily with the academic departments. The academic departments are responsible for evaluating degree status applications for admission, but the Graduate College has final authority on the admission 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 College. Students who expect to earn a graduate degree at this university must file an official transcript from the college or university granting the baccalaureate degree, if other than the University of Northern Iowa. Degree Status applicants who have attended other colleges or universities after earning the bachelor’s degree must file an official transcript of each record. Only transcripts sent directly from the issuing institution to the UNI Office of Admissions are considered official. Students who do not have a final transcript showing the bachelor’s degree on file by the end of the second week of classes may be changed to undergraduate status and dropped from their graduate-level courses.

Applicants should check with the department offering the major of their choice, to determine whether/which Graduate Record Examination (GRE) tests are required prior to admission. If required, applicants must request that the scores be sent directly from the testing agency to the Office of Admissions.

Students applying for admission to a graduate degree program in the College of Business Administration are required to submit their scores from the Graduate Management Admission Test (GMAT). They need not take the Graduate Record Examination (GRE). Students must request that the testing agency forward their test results directly to the Office of Admissions.
Scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) are required from applicants whose first language is not English. The minimum required scores for regular admission without provisions are 550(paper)/79-80(Internet) on the TOEFL or 6.5 on the IELTS. Please note that some graduate programs have higher requirements. The requirement to submit these scores may be waived only by the Graduate College through a direct request from a graduate program (not from a prospective student). A typical circumstance in which a waiver may be granted is that the student has completed a bachelor's or graduate degree at an accredited English-speaking institution.

Regular Admission to UNI has two options:

1. **Without Provisions (Unconditional)**
   The minimum undergraduate grade point average, or prior graduate grade point average on at least 8 credits, required for admission is 3.00 (B = 3.00) or its equivalent. Individual graduate programs may require a higher grade point average for admission. This admission is given to degree-seeking students who meet the minimum GPA requirement, met the minimum TOEFL or IELTS score if applicable, have submitted all official transcripts, and are deemed qualified by the appropriate academic department to pursue a program of study which can culminate in the earning of a graduate degree. Applicants are to specify their choice of degree program in their admission application.

2. **With Provisions (Provisional)**
   At the discretion of the academic department concerned, an applicant who has an undergraduate and/or prior graduate GPA less than 3.00, or who does not meet some other criterion for acceptance without provisions, may be regularly admitted with provisions. In this case, the applicant is admitted to a graduate program, subject to certain reservations/requirements. Upon admission, the student must be notified in writing of its reservations/requirements that must be satisfied before the provisional indicator may be removed from the student records. A student admitted with provisions who completes eight (8) or more graded hours of a degree program with a 3.00 grade point average, or better, is generally eligible to be reclassified as unconditional. The responsibility for such reclassification rests with the academic department concerned. Reclassification review should take place the semester after the student has completed eight (8) semester hours in their graduate program. The department has responsibility for notifying the Office of Admissions and the Dean of the Graduate College or designee about the reclassification decision. Notification must be made using the AUTHORIZATION FOR REMOVAL OF GRADUATE POST-ADMISSION TO-DO ITEMS. Contact the Graduate College to obtain the form. No student may receive a UNI graduate degree while admitted with provisions. The Department must communicate to the student in writing of the requirements necessary for the successful completion of the degree program.

**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). If the degree(s) cannot be verified through the National Student Clearinghouse, the student must file an official transcript or statement of degree from each college or university from which they have received a degree, unless the degree was obtained from the University of Northern Iowa. Only documents sent directly from the issuing institution to the UNI Office of Admissions are considered official. Transfer credit is not processed for students in non-degree status at UNI.

Scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) are required from applicants whose first language is not English. The minimum required scores are 550(paper)/79-80(Internet) on the TOEFL or 6.5 on the IELTS. TOEFL MyBest scores are accepted and must meet the above criteria. Please note that some graduate programs have higher requirements. The requirement to submit these scores may be waived only by the Graduate College through a direct request from a graduate program (not from a prospective student). A typical circumstance in which a waiver may be granted is that the student has completed a bachelor's or graduate degree at an accredited English-speaking institution.

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

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

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

An undergraduate student of senior standing (90 or more credits earned) at the time of registration, earning the first bachelor’s degree, and with a cumulative GPA of at least 3.00, may register for a maximum of 12 total credit hours for graduate credit. 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 instructor of the course, the head of the department offering the course, and the Graduate College. The combined total of course credits, both undergraduate and graduate, may not exceed 15 hours in a semester or 8 hours in a summer session. Overload requests must be approved by the student’s advisor and the Graduate College. Any waiver of these requirements must be approved by the Graduate College prior to enrollment.

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

Students earning graduate credit as a senior are classified as seniors but will pay graduate tuition for the semester hours for which they will receive graduate credit. The maximum tuition will be the full-time graduate rate for the student’s residence classification. The undergraduate career is the student’s primary career for financial aid purposes. The student must be enrolled at least half-time in undergraduate courses to be eligible for federal financial aid, which will be at the undergraduate level.

Graduate Student Taking an Undergraduate Course

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

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

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

A student who has received a bachelor’s degree may be simultaneously active in both an undergraduate career, to work toward a second bachelor’s degree or teacher licensure, and a graduate career, either degree-seeking or non-degree. The student who wishes to do this must submit two applications for admission—one for post-baccalaureate undergraduate admission (see Post-baccalaureate, Undergraduate Study in this university catalog) and one for admission to graduate study (see Admission to Graduate Study in this university catalog). No course can concurrently work toward a second bachelor’s degree or teacher licensure and pay graduate tuition for the entire registration of term if any courses are taken for undergraduate 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
Graduate Assistantships

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

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

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 career programs. Departments who wish to allow a student in a dual career program must notify the Graduate College and seek its 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 the Graduate College Dean or Designee.
- A newly admitted graduate student must have at least a 3.0 grade point average for undergraduate or previous graduate work of at least 8 graded credit hours. 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 the Graduate College. Workshops, off-campus courses, audit courses, courses taken as pass/fail, CIEP, guided independent study 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. See the Graduate Assistantship Handbook at https://grad.uni.edu/current-students for more information.

The assistantship application form may be obtained on the Graduate College website at: https://grad.uni.edu/assistantships. Students should submit their application by February 1 to their academic department.
Recommendations for awarding assistantships are made by the department head or designee who forwards those recommendations to the Graduate College. All graduate assistantships are offered through the Graduate College.

### Graduate Tuition Scholarships
A limited number of Graduate College tuition scholarships are awarded through the Graduate College upon recommendation of the department head. Full or half tuition scholarships are available. To be eligible for a Graduate College 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 career program must notify the Graduate College and seek its 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 the Graduate College Dean or Designee.
- The student must have been admitted to graduate study at the University of Northern Iowa on a degree-track basis, either with or without provisions for non-GPA reasons.
- A newly admitted graduate student must have at least a 3.0 grade point average for undergraduate or previous graduate work of at least 8 graded credit hours. 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 the Graduate College. Workshops, off-campus courses, audit courses, CIEP, guided independent study and courses through Continuing Education and Special Programs 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. Graduate students receiving a tuition scholarship must be enrolled full-time (9+ graduate hours).

The Graduate College Tuition Scholarship application form may be obtained on the Graduate College website at: https://grad.uni.edu/scholarships. Students should submit their application by February 1 to their academic department.

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

### Common Regulations and Requirements for All Graduate Programs
Departments must provide information to students which outlines:
- Required courses applicable to the various departmental programs
- Criteria for meeting academic standards
- Graduation requirements
- Examinations, culminating experiences, 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 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 the Dean of the Graduate College (or designee).

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

3. **Continuous registration**
   - Graduate students who have completed all of their program courses but have not completed all of their graduation requirements, e.g., comprehensive exams, thesis, paper/project, recitals, etc., must be continuously registered until the degree is completed. Registration for every fall semester and spring semester is required. Summer 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 reaching this stage will be automatically registered in the course xxxx 629C Continuous
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. The original grade for any repeated course will be included 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 the Graduate College 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 must be sent to the Graduate College for final review. All extensions must be approved prior to resuming work toward the degree and are subject to the following requirements:

a. A completed form: Preliminary Request to Extend Time to Complete Graduate Program.

b. A justifiable reason (with documentation) for the delay in degree completion must be provided.

c. Evidence of currency in the discipline must be provided for each course that would be out of recency.

d. A clear timetable for the completion of requirements, with proposed committee members.

e. Submission of Student Request: Exception to Policy: Extension of 7-10 year limit for degree completion.

f. 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 the Graduate College or designee.

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. 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, guided independent study credit, and credit applied to another graduate degree cannot exceed one-third of the minimum degree hours, even if some are UNI courses.

After students have been admitted for a graduate degree, and provided that prior arrangements have been made with the Dean of the Graduate College, they may take work at the University of Iowa, Iowa State University or the Quad-Cities Graduate Study Center. UNI may grant residence credit for this.

4. Nongraded credit

Up to 3 credit hours of graduate non-graded (credit/no-credit) course work may be applied to the degree with the approval of the program and the Graduate College. Exceptions are courses offered only on a non-graded basis and 299/6299, which must be graded credit. A grade of C- or better is required to earn credit. Credit/no-credit will not be used to circumvent the maximum 6 hours of C grades applied to the degree.

5. Credit from Other Institutions (Transfer Credit)
Graduate Information, Admission, Academic Regulations, and Degree Requirements

Graduate credit earned at other regionally accredited colleges and universities may be accepted to a maximum of one-third of the minimum number of hours required by a particular UNI graduate degree program, but specialist and doctoral programs may allow a smaller fraction of transfer hours. Credits earned from other institutions will not satisfy the minimum required number of credits at 200/6000-level course requirement (or 200/6000-300/7000-level requirement for doctoral degrees). The minimum credit hour requirement at 200/6000 level must be met with UNI classes. Credits not needed to meet degree requirements will not be transferred. Transfer credit is not processed for students in non-degree status at UNI.

A student pursuing a graduate degree program should discuss plans to transfer credits with the program advisor as soon as possible. Academic departments are not obliged to count toward their degree programs any credit for course work undertaken without specific advice provided by the department. All transfer courses must meet the following criteria.

a. Course must be a regular graduate course with a graduate course number (not professional development or college credit through an Educational Agency or conference).

b. Course must be taken by the student in graduate status, and the official transcript must show a grade of B or better earned.

c. Course must 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 Student Request 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 the Graduate College 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.

6. Guided Independent Study Courses

Guided Independent Study courses may not ordinarily be applied toward a graduate degree program. In unusual circumstances a student may request that a maximum of 3 semester hours of 5000-level Guided Independent Study credit be applied to a graduate degree program. The online student request must be submitted and approved prior to registering for the course.

7. Workshop credit

No more than 6 credit hours earned in workshop courses, at the University of Northern Iowa or another institution, will be applied toward a graduate degree.

8. Camp Adventure (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, guided independent study, 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.
Graduate Information, Admission, Academic Regulations, and Degree Requirements

Exceptions to Regulations

Exceptions to Graduate College regulations and Graduate Council policies may be granted only by the Dean of the Graduate College (or designee). Requests for exceptions must be submitted online through MyUNIverse (see 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 a student request “Readmission after Suspension” and receive approval from the graduate program/department and the Graduate College 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, both grades will be used in computation of the GPA index.

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

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

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).

In addition to the university-wide requirements for academic standing, academic departments may establish additional requirements (e.g., ethical/professional standards), violation of which might determine an individual graduate student’s standing with regard to probation and dismissal from a graduate program.

To this end, departments with such requirements must put these in writing and place them on file in the departmental office, the office of the department's college, and the Graduate College. All departmental policies/procedures for programmatic probation and dismissal must be approved by the Dean of the Graduate College.

Departments must make all reasonable efforts to inform graduate students of the existence of such policies/standards and disseminate them to students upon their admission to graduate study in the program/area. Policies/procedures for programmatic probation and
Graduate Information, Admission, Academic Regulations, and Degree Requirements

dismissal must provide clear guidelines regarding grounds for a student to be placed on probation or dismissed. Policies must allow for a fair and expeditious review and provide clear guidance on how the department proceeds and recourse for students.

Subsequent changes in policies/standards must be communicated by the department to each student in the program, the Dean of the College, and to the Dean of the Graduate College or designee. The new regulations will not apply retroactively to the disadvantage of students already in the program.

I. Departmental Programmatic Probation

If a student is failing to meet departmental programmatic standards and probation or suspension is being considered, the department must adhere to the following minimum procedures:

1. warn the student of this in writing and specify in what way(s) the student is failing to meet the departmental standard(s);
2. advise the student (in writing) of the consequence(s) of failure to address the problem(s) cited, satisfactorily;
3. provide the student with a reasonable amount of time (e.g., a minimum of ten class days) within which to respond to the notification (e.g., the right to review) and indicate to the person(s) to whom a response should be made;
4. provide the student with a reasonable amount of time to meet the standards or remediate prior to being placed on departmental probation and suspension.

If a student is to be placed on departmental probation, the department must:

1. provide, at the time of its imposition, a written explanation of this status, and its time limits;
2. indicate the impact of departmental probation on the pursuit of future graduate course work in the program of study;
3. give the student a reasonable amount of time within which to respond to the notification of probation (e.g., right to review) and indicate to whom a response should be made;
4. provide an explanation of the departmental reinstatement procedure(s);
5. establish departmental procedures for handling reviews.

The department should also notify the Dean of the College, Dean of the Graduate College or designee and the Registrar in writing and indicate the impact of the student’s programmatic probationary status on the pursuit of future graduate course work in the program of study. The Dean of the College, Dean of the Graduate College or designee and the Registrar should be notified when the student’s dismissal has been removed.

Departmental policies/procedures for programmatic probation and dismissal must be approved by the Graduate Dean and offered a fair and expeditious review.

II. Departmental Programmatic Dismissal

A student may be dismissed for her/his failure to meet: the conditions of admission, conditions of departmental probation, pre-announced departmental grade point requirements or other standards related to professional behavior or ability. Any requirements or expectations of students beyond classroom performance must be made clear to students in departmental documents and provided to students upon entry to the program. If a student is dismissed from a graduate program, the department must, at minimum:

1. notify the student of this in writing, specify what the student has done to merit departmental dismissal and its time limits;
2. indicate the impact of departmental dismissal on the pursuit of future course work in the program of study;
3. give student a reasonable amount of time (e.g., a minimum of ten school days) to respond to the notification of dismissal (e.g., right to review) and indicate to the person(s) to whom a response should be made;
4. provide an explanation of departmental reinstatement procedures (as appropriate).

The department should notify the Dean of the College, Dean of the Graduate College or designee and the Registrar in writing and indicate the impact of the student’s programmatic dismissal on the pursuit of graduate course work in the program of study. The Dean of the College, Dean of the Graduate College or designee and the Registrar should be notified when the student’s dismissal has been removed.

Departmental policies/procedures for programmatic probation and dismissal must be approved by the Graduate Dean and offered a fair and expeditious review.

III. Graduate College Review of Departmental Programmatic Dismissal

Questions involving judgment of performance will not be reviewed beyond the departmental level. If a student feels there has been unfairness or some procedural irregularity concerning probation/dismissal, the student may choose to pursue academic grievance procedures as outlined in 12.01 Policies and Procedures (see https://policies.uni.edu/1201)

Grievances involving alleged acts of discrimination or harassment of students based on age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, veteran status, or any other basis protected by federal and/or Iowa law, should be reported to the Office of Compliance and Equity Management/Title IX Officer (https://equity.uni.edu/).

Master’s Degree Programs

Graduation Requirements

Thesis Plan

Course List

1. The number of hours of graduate credit required varies with the major, but no fewer than 30 semester hours of graduate credit is required for all majors. For the Master of Arts (M.A.) thesis plan, the Master of Arts in Education (M.A.E.) thesis plan, and the Master of Music (M.M.) thesis/recital plan, a minimum of 24 semester hours must be in course work other than xxx:299/6299 Research and xxx:29R/629R Directed Research. For the Master of Science (M.S.) degree with thesis, a minimum of 21 semester hours must be in course work other than xxx:299/6299 Research and xxx:29R/629R Directed Research. The remainder of the 30 semester hours will be xxx:299/6299 thesis research credit. See departmental listings for program descriptions.
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.

**Non-Thesis Plan**

**Course List**

1. The number of hours of graduate credit required varies with the major, but no fewer than **30 semester hours of graduate credit is required for all majors**. For the Master of Accounting (MAcc), the Master of Arts (M.A.) non-thesis plan, the Master of Arts in Education (M.A.E.) non-thesis plan, the Master of Business Administration (M.B.A.), the Master of Music (M.M.) non-thesis/half recital plan, the Master of Public Policy (M.P.P.), the Master of Social Work (M.S.W.), and the Professional Science Master’s (P.S.M.), a minimum of 27 semester hours must be in course work other than xxx:299/6299 Research and xxx:29R/629R Directed Research. See departmental listings for program descriptions.

2. **200/6000-level credits:** A minimum of 12 semester hours of 200/6000-level credit, taken at the University of Northern Iowa is required. No more than 3 semester hours of xxx:299/6299 can be applied to the requirements for the degree. Following enrollment in 3 semester hours of xxx:29R/629R, a non-thesis major can register for 1-12 hours of xxx:29R/629R and apply it to the degree as additional credits required, as long as no more than 6 semester hours are taken per semester. xxx:29R/629R cannot be applied to the required minimum hours for the degree or the required minimum hours of 200/6000-level for the degree program.

3. Complete the course requirements for a specific major and any additional courses designated by the departmental committee.

4. Meet the seven-year recency of credit requirement.

5. Complete a thesis or creative thesis (or thesis abstract if the creative thesis is not in written form) or recital with recital abstract, as required by the student’s graduate program, and meet Graduate College submission deadlines.

6. Meet the residence credit requirement.

7. Core requirements.

**Master of Arts in Education**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDPSYCH 6214</td>
<td>Foundations of Instructional Psychology</td>
<td>3</td>
</tr>
<tr>
<td>or SOCFOUND 4234/5234</td>
<td>Philosophy of Education</td>
<td></td>
</tr>
<tr>
<td>MEASRES 6205</td>
<td>Educational Research</td>
<td>3</td>
</tr>
</tbody>
</table>

**Other Degrees:** See degree requirements.

8. Application for graduation

*It is the student’s responsibility to make a timely application to graduate during the term the final degree requirements are completed.* Application for graduation must be completed online through MyUNIverse Student Center. **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, dates ensure that students’ names can be included in the commencement publication. If the department or Graduate College does not approve a post-term applicant, the student will need to apply for graduation the next term. There is no late fee penalty for a late graduation application.

**Graduate Student Eligibility to Participate in Commencement Ceremony**

Graduate students may participate in commencement at the end of the Fall or Spring term that their final degree requirements are completed, or the next later term. There is no summer commencement ceremony. Summer degree candidates may participate in Spring or Fall commencement as indicated below.

Although Application for Degree Conferral may be submitted until the end of the term, in order to ensure inclusion in the commencement program and to avoid a late application fee,
7. Core Requirements:

**Master of Arts in Education**

EDPSYCH 6214 (200:214)  Foundations of Instructional Psychology  
3
or SOCFOUND 4234/5234 Philosophy of Education
MEASRES 6205 (250:205)  Educational Research  
3

**Other Degrees**: See Degree Requirements.

8. Application for graduation

It is the student’s responsibility to make a timely application to graduate during the term the final degree requirements are completed. Application for graduation must be completed online through MyUNIverse Student Center. 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 College 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.

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**Other Requirements and Criteria for Master’s Degree Students**

1. **Examinations**

Master’s degree students on either the thesis or non-thesis plan may be required to pass a comprehensive examination.

2. **Research credit**

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

Research carries residence credit and may be pursued either on or off campus. There is no prerequisite, although it is strongly recommended that MEASRES 6205 (250:205) Educational Research or a departmental course in research be completed before registering for Research.

3. **Thesis**

A thesis is required of all students who choose the thesis option. Because the thesis is considered to serve a functional need, no attempt is made to limit the topics considered acceptable. The thesis is to be prepared and submitted in accordance with the most current edition of the Graduate College Thesis and Dissertation Manual at 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**

Master’s degree students on the thesis option must select a thesis committee in consultation with their academic advisors (usually within the first 9-12 credit hours of course work). They must file a Committee Approval Form (available at https://grad.uni.edu/current-students) for Graduate College approval. The committee consists of a faculty chairperson and two additional regular graduate and associate graduate
faculty members. One of the three may be from outside the major department, however a minimum of three must have regular graduate and associate graduate faculty status, with the exception of the chairperson, who must have regular graduate faculty status. The student can add additional persons. The committee assists students to further define course work, supervises research and writing, and eventually accepts or rejects the thesis.

c. Credit hours

The total number of credit hours of research permitted for thesis work will vary with the program. Master's theses (M.A., M.A.E.) include a 6-9 hour research credit requirement. The M.S. thesis option requires a maximum of 9 credit hours of research. However, in all cases, to earn research credit the student registers for the appropriate numbered course (xxx:299/6299), not more than 6 hours in any semester. The instructor may assign an RC for Research Continued, if the instructor feels the work has not reached the stage where it can be evaluated.

The Registrar may authorize the extension of time for the completion of a Research Continued (RC) in Research (xxx:299/6299) up to one additional calendar year with consent of instructor. If at the end of that time the work has not been completed, the RC will be changed to an F (Failure).

d. Thesis preview

During the semester in which the student intends to graduate, the student must make an appointment with the Graduate College for a thesis preview to have the style and format of the thesis reviewed. All problems may not be detected during the preview; however, the major difficulties will be discussed. Often a brief consultation will uncover format problems that are easily remedied at this stage. An electronic draft must be submitted 24 hours in advance of the appointment and contain a reference or bibliography with all sources contained in the text of the document. Academic departments must identify the students who should be scheduled for preview each semester. The student must have an up-to-date Academic Requirements report and the Thesis Committee approved by the Graduate Dean before a preview meeting will be scheduled. The preview must be scheduled and completed no later than eight weeks before the last day of the semester students intend to graduate. If the thesis is not approved within the semester of the preview, further consultations may be required to fulfill this requirement. See https://grad.uni.edu/current-students for the preview dates. No thesis will be accepted by the Graduate College for final approval without the completion of this preview.

e. Oral Defense

All students must have a formal oral defense of their thesis before a committee composed of at least three UNI regular graduate and associate graduate faculty. Completion of the thesis occurs when the student’s committee and the Dean of the Graduate College have approved the thesis. The thesis must be presented for approval to the thesis committee early enough in the semester to meet the Graduate College deadline for final submission. See https://grad.uni.edu/current-students for the submission deadline.

f. Filing of thesis

i. Students must present an electronic copy of the thesis in a final draft, approved by their committee, to the Graduate College no later than five weeks before graduation. See https://grad.uni.edu/current-students for the submission deadline for each term. The submitted electronic copy must be accompanied by a minimum of three (3) copies of the thesis approval page, each with original signatures of the committee members, and a typed copy of the University Record Sheet, found at https://grad.uni.edu/current-students. One copy will be kept by the Graduate College for the library’s copy, one will be sent to the student’s department, and all extra copies will be returned to the student. Failure to meet this deadline will result in a delay in graduation.

ii. Students will receive a review draft from the Thesis & Dissertation reviewer and must resubmit a corrected copy by the deadline indicated in the email communication. This review will ensure proper formatting per the Thesis and Dissertation Manual and will check that all citations follow the style manual approved by the students’ departments.

iii. Once all corrections have been satisfied, students will be granted print approval and must submit their final printed copy on white, acid free, 24-pound, 25 percent or 100 percent cotton paper. Students may purchase the approved paper at Copyworks or an office supply store. Final copies must be clean and of uniform darkness, with a sharp imprint.

iv. After the thesis has received print approval by the Graduate College, students will be emailed a link to the form Agreement and Permission to Preserve Thesis/Dissertation to their UNI account. This Agreement form must be submitted electronically. At this point, the Graduate College will begin the final approval process.

v. All thesis/dissertation students are billed a one-time, nonrefundable thesis fee for thesis/dissertation review, processing, and dissertation/thesis support.

vi. In addition to the copy required by the Graduate College, the department awarding the degree may require copies. Students should check with their department, as the number varies.

Summary of Hour Requirements and Limits

A summary of the hour requirements and limits for both the thesis and the non-thesis plans is listed below. Some degrees have higher minimum hour requirements. Additional hours may be required by departments for individuals on specific programs or special objectives. There are no exceptions to the maximum hour limits.

Thesis

<table>
<thead>
<tr>
<th>Minimum graduate hours required</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum hours of credit at UNI unique to the particular degree (two-thirds of minimum hours for degree)</td>
<td>20</td>
</tr>
</tbody>
</table>
Minimum hours required in courses numbered 200/6000 and above at UNI † 15
Maximum usable hours in transfer, guided independent study and credit applied to other degrees combined ** 10
Maximum usable hours of guided independent study credit (requires Graduate College preapproval) 3
Maximum usable hours of workshop credit 6
Maximum usable hours of opted non-graded credit (requires Graduate College preapproval) 3
Maximum usable hours of credit in C range (C-, C, C+) 6

* Includes 6 to 9 hours for research (xxx:299/6299), depending on the master’s program. Total hours depends on major chosen.
** Up to one-third of the minimum hours required for the particular degree.
† Includes no more than 6 hours research credit (xxx:299/6299) for thesis. Some departments have a higher minimum.

**Non-thesis**

Minimum graduate hours required * 30
Minimum hours of credit at UNI unique to the particular degree (two-thirds of minimum hours for degree) 20
Minimum hours required in courses numbered 200/6000 and above at UNI † 12
Maximum usable hours in transfer, guided independent study and credit applied to other degrees combined ** 10
Maximum usable hours of guided independent study credit (requires Graduate College preapproval) 3
Maximum usable hours of workshop credit 6
Maximum usable hours of opted non-graded credit (requires Graduate college preapproval) 3
Maximum usable hours of credit in C range (C-, C, C+) 6

* Includes at least one culminating paper. Total hours depends on major chosen.
** Up to one-third of the minimum hours required for the particular degree.
† In some departments they may include no more than 3 hours of Research (xxx:299/6299).

**Second Master’s Degree**

Students may pursue a second master’s degree at the University of Northern Iowa upon completion of the first master’s degree or may pursue two separate master’s degrees concurrently by meeting all requirements for the second degree. **Only 8 semester hours of work may be common to two Master’s degrees, whether concurrent or sequential.** All university graduation requirements including completion of 200/6000-level course work, separate master’s project/thesis, comprehensives, and all other specific requirements shall be met for the second degree in addition to the first degree.

**Interdisciplinary Master’s Degree**

A student may pursue a master’s degree with two majors or two emphasis areas by meeting all the requirements for the second major; 8 semester hours of work from the first major may be used for the second. The requirements for work at the University of Northern Iowa, 200/6000-level work, and all other specific requirements shall be met for the second major, in addition to work completed for the first major. Common research project/thesis and comprehensives are permissible. For students completing one thesis for two majors, course work common to both majors would include 6 hours of xxx:299/6299 Research and 2 additional hours. This would constitute the 8 semester hours of course work that may be common to both majors.

**Master’s Degree Concurrent With or After a Doctoral Degree**

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

**Master of Accounting Degree**

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

A number of curricula lead to the degree of Master of Arts. The following majors are offered:
• Art Education (Department of Art)
• Communication Studies (Department of Communication and Media)
• Counseling (School of Applied Human Sciences)
• English (Department of Languages and Literatures)
• Geography (Department of Geography)
• Health Education (Department of Health, Recreation and Community Services)
• History (Department of History)
• Instructional Technology (Department of Curriculum and Instruction)
• Leisure Youth and Human Services (Department of Health, Recreation and Community Services)
• Mathematics (Department of Mathematics)
• Mathematics for the Elementary and Middle Grades (K-8) (Department of Mathematics)
• Music (School of Music)
• Philanthropy and Nonprofit Development (Interdisciplinary)
• Physical Education (Department of Kinesiology)
• Postsecondary Education: Student Affairs (Department of Educational Psychology, Foundations, and Leadership Studies)
• Psychology (Department of Psychology)
• School Library Studies (Department of Curriculum and Instruction)
• Science Education (Science Education)
• Social Science (Social Science)
• Spanish (currently suspended) (Department of Languages and Literatures)
• Speech-Language Pathology (Department of Communication Sciences and Disorders)
• Teacher Leadership for International Educators (Department of Educational Psychology, Foundations, and Leadership Studies)
• Teaching English in Secondary Schools (Department of Languages and Literatures)
• Teaching English to Speakers of Other Languages (TESOL) (Department of Languages and Literatures)
• TESOL/Modern Languages (Department of Languages and Literatures)
• Women’s and Gender Studies (Interdisciplinary 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 Curriculum and Instruction
• Early Childhood Education
• Elementary Education
• Literacy Education

Department of Educational Psychology, Foundations, and Leadership Studies
• Educational Psychology: Context and Techniques of Assessment
• Educational Psychology: Professional Development for Teachers
• Principalship

Department of Special Education
• Special Education

Masters of Athletic Training Degree

Students interested in pursuing this major must apply and be formally admitted to this program. Students should apply for the Masters of Athletic Training program through the Graduate College and Admissions. Program admission is based on undergraduate GPA, completion of prerequisite courses, program application materials, and admission to the Graduate College. 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 Masters 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 Masters 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 Health, Recreation and Community Services 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 College of Business Administration 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 liberal arts, sciences, and engineering, as well as those with degrees in business. The M.B.A. program is accredited by AACSB International, the primary accrediting organization for management education.

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

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

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

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

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

Master of Music Degree

Students interested in the Master of Music degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNIverse Student Center To-Do list or contact the School of Music for any other application requirements. Graduate information and application for graduate admission can be found at 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:
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:
- Biology (Department of Biology)
- Technology (Department of Technology)

Master of Social Work Degree

Students interested in the program must submit a completed Application for Admission to Graduate Study and should refer to their MyUNIverse Student Center To-Do list or contact the Department of Social Work for any other application requirements. Graduate information and application for graduate admission can be found at 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 practice informed by theory, advocacy, and social justice. Students will develop the capacity to work with individuals, families, and communities using a holistic and strengths-based approach. The curriculum is designed to provide a comprehensive education that integrates theory, clinical practice, and research.

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

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

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

Professional Science Master’s Degree

Students interested in the Professional Science Master’s degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNIverse Student Center To-Do list or contact the appropriate department for any other application requirements. Graduate information and application for graduate admission can be found at 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.
Graduate Information, Admission, Academic Regulations, and Degree Requirements

See individual department sections as noted below for specific major program requirements.

The following majors are offered:

- Biotechnology (Department of Biology)
- Ecosystem Management (Department of Biology)
- Industrial Mathematics (Department of Mathematics)

Specialist in Education Degree

Students interested in the Specialist in Education degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUNIverse Student Center To-Do list or contact the Department of Educational Psychology, Foundations, and Leadership Studies 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 Educational Psychology, Foundations, and Leadership Studies:

- School Psychology

Refer to Department of Educational Psychology, Foundations, and Leadership Studies in this University Catalog for program requirements.

Graduation Requirements

1. Students shall complete the general requirements for the Specialist in Education degree and shall meet the requirements as specified by the departmental committee using a combination of graduate courses taken for the master's degree and beyond.

2. Hours of credit

A student must earn a minimum of 36 semester hours of graduate credit beyond the master's degree. Credit earned in excess of that required for the master's degree may be applied toward the 36-hour requirement if that credit is earned during the final semester. Certain limitations on the amount and kinds of credit must be observed. See also the Common Regulations and Requirements for All Graduate Programs:

a. 200/6000-level credit

A student must earn at least 15 semester hours of credit in courses numbered 200/6000 or above.

b. Research credit

For the thesis option, not more than 6 hours of research credit (xxx:299/6299) can be included in the 36 (or more) hours of post-master's credit. For the non-thesis option, not more than 3 hours of research credit (xxx:299/6299) can be included in the 36 (or more) hours of post-master's credit.

c. Time Limitation (Recency of credit)

See the Common Regulations and Requirements for All Graduate Programs.

d. Transfer credit

In addition to the transfer credit permitted on the master's degree (see the Common Regulations and Requirements for All Graduate Programs), 8 semester hours of transfer credit for post-master's work may be applied toward the degree of Specialist in Education.

e. Guided Independent Study 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.

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 the Graduate College 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
Master’s degree students on the thesis option must select a thesis committee in consultation with their academic advisors (usually within the first 9-12 credit hours of course work). They must file a Committee Approval Form (available at https://grad.uni.edu/current-students) for Graduate College approval. The committee consists of a faculty chairperson and two additional regular graduate and associate graduate faculty members. One of the three may be from outside the major department, however a minimum of three must have regular graduate and associate graduate faculty status, with the exception of the chairperson, who must have regular graduate faculty status. The student can add additional persons. The committee assists students to further define course work, supervises thesis research and writing, and eventually accepts or rejects the thesis.

c. Credit hours

The total number of credit hours of research permitted for thesis work will vary with the program. Master’s theses (M.A., M.A.E.) include a 6-9 hour research credit requirement. The M.S. thesis option requires a maximum of 9 credit hours of research. However, in all cases, to earn research credit the student registers for the appropriate numbered course (xxx:299/6299), **not more than 6 hours in any semester**. The instructor may assign an RC for Research Continued, if the instructor feels the work has not reached the stage where it can be evaluated.

The Registrar may authorize the extension of time for the completion of a Research Continued (RC) in Research (xxx:299/6299) up to one additional calendar year with consent of instructor. If at the end of that time the work has not been completed, the RC will be changed to an F (Failure).

d. Thesis preview

During the semester in which the student intends to graduate, the student must make an appointment with the Graduate College for a thesis preview to have the style and format of the thesis reviewed. All problems may not be detected during the preview; however, the major difficulties will be discussed. Often a brief consultation will uncover format problems that are easily remedied at this stage. An electronic draft must be submitted 24 hours in advance of the appointment and contain a reference or bibliography with all sources contained in the text of the document. Academic departments must identify the students who should be scheduled for preview each semester. The student must have an up-to-date Academic Requirements Report and the Thesis Committee approved by the Graduate Dean before a preview meeting will be scheduled. The preview must be scheduled and completed no later than eight weeks before the last day of the semester students intend to graduate. If the thesis is not approved within the semester of the preview, further consultations may be required to fulfill this requirement. See https://grad.uni.edu/current-students for the preview dates. No thesis will be accepted by the Graduate College for final approval without the completion of this preview.

e. Oral Defense

All students must have a formal oral defense of their thesis before a committee composed of at least three UNI regular graduate and associate graduate faculty. Completion of the thesis occurs when the student’s committee and the Dean of the Graduate College have approved the thesis. The thesis must be presented for approval to the thesis committee early enough in the semester to meet the Graduate College deadline for final submission. See https://grad.uni.edu/current-students for the submission deadline.

f. Filing of thesis

i. Students must present an electronic copy of the thesis in a final draft, approved by their committee, to the Graduate College no later than five weeks before graduation. See https://grad.uni.edu/current-students for the submission deadline for each term. The submitted electronic copy must be accompanied by a minimum of three (3) copies of the thesis approval page, each with original signatures of the committee members, and a typed copy of the University Record Sheet, found at https://grad.uni.edu/current-students. One copy will be kept by the Graduate College for the library’s copy, one will be sent to the student’s department, and all extra copies will be returned to the student. **Failure to meet this deadline will result in a delay in graduation.**

ii. Students will receive a review draft from the Thesis & Dissertation reviewer and must resubmit a corrected copy by the deadline indicated in the email communication. This review will ensure proper formatting per the Thesis and Dissertation Manual and will check that all citations follow the style manual approved by the students’ departments.

iii. Once all corrections have been satisfied, students will be granted print approval and must submit their final printed copy on white, acid free, 24-pound, 25 percent or 100 percent cotton paper. Students may purchase the approved paper at Copyworks or an office supply store. Final copies must be clean and of uniform darkness, with a sharp imprint.

iv. After the thesis has received print approval by the Graduate College, students will be emailed a link to the form Agreement and Permission to Preserve Thesis/Dissertation to their UNI account. This Agreement form must be submitted electronically. At this point, the Graduate College will begin the final approval process.

v. All thesis/dissertation students are billed a one-time, nonrefundable thesis fee for thesis/dissertation review, processing, and dissertation/thesis support.

vi. In addition to the copy required by the Graduate College, the department awarding the degree may require copies. Students should check with their department, as the number varies.

7. Licensure

In some cases, appropriate teaching endorsement will be recommended for those who meet the standards set by the university in conjunction with the appropriate licensure agency. Receipt of the degree is not a necessary prerequisite to recommendation for the appropriate endorsement(s) unless state standards require such. **A UNI cumulative grade point average**
of 3.00 or better will be required prior to recommendation for endorsement(s).

8. Exit Requirement

Before graduating with the Specialist in Education degree, the student must take the Praxis II test in School Psychology (number 0400) and submit a copy of the complete Examinee Score Report to the program coordinator.

9. Application for Graduation

It is the student’s responsibility to make a timely application to graduate during the term the final degree requirements are completed. Application for graduation must be completed online through MyUNIverse Student Center. 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 College 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 can be completed with one of the following Intensive Study Area concentrations:

- Allied Health, Recreation, and Community Services
- Curriculum and Instruction
- Educational Leadership
- Postsecondary Education: Student Affairs

(See website www.uni.edu/catalog/collegeofeducation - for PDF version see listing for "College of Education" under the "Interdisciplinary" section of this university catalog.)

Students interested in the interdisciplinary 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 www.grad.uni.edu/admission.

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

<table>
<thead>
<tr>
<th>Professional Common Core (work in educational foundations, fundamentals, and research)</th>
<th>24</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Professional Study (in one of three areas of intensive study)</td>
<td>15</td>
</tr>
<tr>
<td>Dissertation</td>
<td>9</td>
</tr>
<tr>
<td>Total Hours</td>
<td>48</td>
</tr>
</tbody>
</table>

By design, all students are required to study in basic areas that undergird and define educational practice and develop skills of problem definition, data collection and analysis, and interpretation. The four areas of intensive study provide for a specialized focus on practice.

Note: Students interested in special education within the Curriculum and Instruction ISA or the Educational Leadership ISA should consult the respective ISA descriptions for further information.

In some areas, it is possible to combine doctoral degree study with work toward an endorsement to perform a particular role in K-12 education.

Brief definitions of the four ISAs follows:

**Allied Health, Recreation, and Community Services**

This area of intensive study is designed to provide students with advanced planning, management, supervision and evaluation of programs in the community and its institutions. The combined areas of allied health, recreation and community services are diverse professional areas knit 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 Health, Recreation and Community Services.)

Curriculum and Instruction
This area of intensive study is designed to prepare scholar practitioners to plan, implement, evaluate, and supervise educational programs for children, from infancy through adolescence, and adult learners, inclusive of a wide variety of diversity. Faculty in this intensive study area come from many departments and disciplines including, but not limited to, prekindergarten through tertiary curriculum and pedagogy; foundations of education in psychology, philosophy, social sciences; disability studies 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 Intensive Study Area. For more information see www.uni.edu/coe/departments/curriculum-instruction/graduate-study/doctoral-study.

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

Postsecondary Education: Student Affairs
This area of intensive study 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 Educational Psychology, Foundations, and Leadership Studies, or please see the catalog at www.uni.edu/collegeofeducation/edpsychfoundleadershipstudies or visit the Department of Educational Psychology, Foundations, and Leadership Studies website at https://coe.uni.edu/epfls.

Admission to Doctoral Study

Initial Admission
Formal application to doctoral study should be made to the appropriate intensive study area office, where descriptive materials and application packets may be obtained. Application for graduate admission can be found at www.grad.uni.edu/admission.

Admission to the program will be granted to those applicants who provide evidence of prior academic success; successful and appropriate professional experience; effective oral, written, and interpersonal communication skills; and professional and academic goals that may be effectively served by the degree program offered. Additional criteria may be established by an area of intensive study since some previous specialization work is presumed.

1. The applicant must hold a master's degree from a regionally accredited institution of higher education.

2. Each applicant must submit transcripts of all previous academic work. Applicants with a grade point average of less than 3.50 for all prior graduate work will not usually be considered for unconditional admission.

3. 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) / 79-80 (Internet) on the TOEFL or 6.5 on the IELTS. The requirement to submit these scores may be waived only by the Graduate College for applicants who 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.
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 area of intensive study. The student should meet with the advisor to discuss the coursework to be submitted for approval for application to their 15-hour intensive study area.

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

1. Maximum academic load
See the Common Regulations and Requirements for all Graduate Programs.

2. Credit from Other Institutions
All transfer credit, including work taken prior to formal admission, is subject to review by the Office of Admissions, Dean of the Graduate College or designee, Dean or Associate Dean of the College of Education, and the College Committee for Doctoral Study. The student’s doctoral advisor and program coordinator will make recommendations regarding the applicability of transfer credit. 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 Advanced Professional Study in one of four intensive study areas, 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 (100g/5000-level, 200/6000-level, or 300/7000-level). A minimum of 36 hours of course work at the 200/6000-level or 300/7000-level must be completed. No more than 12 hours of credit at the 100g/5000-level may apply toward the minimum hours.

b. Research credit
9 hours of INTDEPED 7399 (190:399) 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 xxx:299/6299 cannot be applied to a doctoral degree. Directed Research xxx:29R/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. xxx:29R/629R cannot be applied to the required minimum hours for the degree or the required minimum hours of 200/6000-level or 300/7000-level for the degree.

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

d. Guided Independent Study
See the Common Regulations and Requirements for All Graduate Programs.

e. Workshop credit
See the Common Regulations and Requirements for All Graduate Programs.

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

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

a. Doctoral comprehensive requirement
The candidate requests permission to complete the comprehensive requirement (i.e., comprehensive examination) through an Intensive Study Area office. Normally, such a request is made during the term prior to the administration of
the comprehensive requirement. The doctoral comprehensive requirement is governed by the following conditions:

i. The candidate will have completed a minimum of 30 hours of the program of study for a comprehensive examination.

ii. The candidate will have satisfied the research proficiency requirement.

iii. The requirement is prepared within the guidelines established by the ISA.

iv. A candidate may be permitted to take the doctoral comprehensive examination a second time.

Note: Upon successful completion of the Doctoral Comprehensive Examination, the degree candidate achieves the status of active candidate.

Post-comprehensive registration

Doctoral students who have completed all of their program but the dissertation, and who have passed their comprehensive examination, must be continuously registered until the degree is completed. Registration for every fall semester and spring semester is required. Summer registration is required for students defending dissertations or graduating from the degree program during the summer term. Students reaching this stage will be automatically registered in INTDEPED 7300 and assessed a fee. Students who have completed their coursework, but have not yet passed the 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. Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, defending dissertations or graduating from the degree program during the summer term. Continuous enrollment ensures that students and their advisors can access their university records, that students receive important emails from university offices, and that students can utilize the library and its services through graduation.

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.

5. Dissertation

A dissertation is required of all candidates for the Doctor of Education degree. Students are encouraged to select the topic of their dissertation early in the program. The dissertation is to be prepared and submitted in accordance with the most current edition of the Graduate College Thesis and Dissertation Manual at https://guides.lib.uni.edu/thesis-and-dissertation-formatting/. This manual should be consulted prior to writing the dissertation.

a. Dissertation Committee

The dissertation committee will consist of a minimum of four members of the UNI graduate faculty and associate graduate faculty with exception of chair/co-chairs who must be graduate faculty. One of the four members must be from outside the student’s department(s).

An expansion of the committee may occur if a non-faculty member or an external faculty member from a university other than UNI agrees to serve due to expertise or as a representative of an area of knowledge. Approval shall comprise a written petition submitted in the normal procedure. Non-faculty personnel will participate in all committee responsibilities except for signature decisions.

b. Credit hours

The dissertation will involve 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. Registration for the last segment of research credit should be postponed until the dissertation is near completion. The Registrar may authorize the extension of time for the completion of a Research Continued (RC) in Research up to one additional calendar year with consent of instructor. If at the end of that time the work has not yet been completed, the RC will be changed to an F (Failure).

c. Doctoral dissertation proposal

The student, in conjunction with 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 this committee. An announcement of proposed defense should be disseminated by the COE Dean’s Office no less than two weeks prior to defense date.

d. Dissertation Preview

During the semester in which the student intends to graduate, the student must make an appointment with the Graduate College for a dissertation preview to have the style and format of the dissertation reviewed. All problems may not be detected during the preview; however, the major difficulties will be discussed. Often a brief consultation will uncover format problems that are easily remedied at this stage. Intensive Study Area Coordinators must identify the students who should be scheduled for preview each semester. The student must have an up-to-date advisement report and the Dissertation Committee approved by the Graduate Dean before a preview meeting will be scheduled. The preview must be scheduled and completed no later than eight weeks before the last day of the semester students intend to graduate. If the thesis is not approved within the semester of the preview, further consultations may be required to fulfill this requirement. See https://grad.uni.edu/current-students for preview dates. No dissertation will be accepted by the Graduate College for final approval without the completion of this preview.

e. Oral Defense
See 4.2 above (Examinations). Completion of the dissertation occurs when the student’s committee and the Dean of the Graduate College have approved the dissertation. The dissertation must be in final copy form before doctoral committee members may affix their signatures for approval. The dissertation must be presented for approval to the dissertation committee three weeks prior to the Graduate College deadline for final submission. See https://grad.uni.edu/current-students for the final submission deadline. An announcement of the defense should be disseminated by the COE Dean’s Office no less than 2 weeks prior to the defense date.

f. Filing of Dissertation

The dissertation must be submitted to the Graduate College by no later than five weeks before graduation. Failure to meet this deadline will result in a delay of graduation. See https://grad.uni.edu/current-students for the final submission deadline each term. In addition to the printed copy of the thesis or dissertation, the manuscript must be submitted by the student to the Graduate College electronically. It should be formatted in Microsoft Word as a single document (do not convert it to a pdf). Using your UNI email account, attach the Word document to an email and send to the Graduate College Thesis Reviewer. Contact the Graduate College: gradcollege@uni.edu. After final approval, both the printed copy and the electronic copy will be retained by the UNI Rod Library. Check the Thesis & Dissertation Manual for information about copyrighting the dissertation. A complete submission includes:

i. Electronic dissertation, produced in one Microsoft Word document; emailed as an attachment from the student’s UNI email account to the Thesis Reviewer. Contact the Graduate College gradcollege@uni.edu.

ii. Minimum of three copies of dissertation abstract title page on approved thesis paper, each one originally signed by the chair, and co-chair if applicable, after the student’s successful defense. The Graduate Dean will sign these pages after the dissertation receives final approval of the Graduate College. The Graduate College keeps one copy to be bound into the dissertation, sends one to the student’s ISA office, and returns the extra one to the student for personal use. If the student wants more than one personal copy, extras may be submitted, and all extras will be returned to the student after final approval.

iii. Minimum of three copies of the dissertation title page on approved thesis paper with original signatures of all committee members. The student should prepare and obtain signatures on the same number of dissertation title pages and abstract title pages. The Graduate College keeps one copy to be bound into the dissertation, sends one to the student’s ISA office, and returns all extras to the student for personal use.

iv. Dissertation approval form. Please use the most recent version of the form, available at https://grad.uni.edu/current-students. This form should also be opened in Adobe Acrobat and filled out on the computer, and printed on plain white paper.

v. Self-addressed label (provided at time of preview) for return of extra approval pages to student. If preview was completed by email, be sure to specify mailing address for the return of signed approval pages in lieu of a mailing label.

vi. Doctoral students graduating from the College of Education at the University of Northern Iowa must complete a Survey of Earned Doctorates form. The form should be submitted online at https://sed-ncses.org/login.aspx.

vii. The Thesis & Dissertation Reviewer will provide the student with a review draft. The corrections noted in this draft must be carefully reviewed and implemented by the student by the deadline indicated in the email communication. This review will ensure proper formatting per the Thesis and Dissertation Manual and will check that all citations follow the style manual approved by the student’s department.

viii. Once all corrections have been satisfied, students will be granted print approval and must submit their final printed copy on white, acid free, 24-pound, 25 percent or 100 percent cotton paper. Students may purchase the approved paper at Copyworks or an office supply store.

ix. Three blank sheets of approved thesis paper must also be purchased at this time (required for binding).

x. After the dissertation has received print approval by the Graduate College, students will be emailed a link to the form Agreement and Permission to Preserve Thesis/Dissertation to their UNI account. This Agreement form must be submitted electronically. At this point, the Graduate College will begin the final approval process and submit the dissertation electronically to the Library and the printed copy will be bound. The student’s Intensive Study Area (ISA) and the Office of the Registrar will be notified of this final approval after this form is submitted.


g. Dissertation Fees

All thesis/dissertation students are billed a one-time, nonrefundable thesis fee for thesis/dissertation review, processing, and dissertation/thesis support.

6. Application for Graduation
It is the student’s responsibility to make a timely application to graduate during the term the final degree requirements are completed.

Application for graduation must be completed online through MyUNIverse Student Center. A non-refundable graduation fee is charged each term a student applies to graduate. To avoid paying a late application fee, an application to graduate must be submitted by November 10 for Fall terms, April 1 for Spring terms, or July 1 for Summer terms. During the semesters, these dates ensure that students’ names are eligible for inclusion in the commencement publication. Note that inclusion in the commencement publication is dependent upon meeting all requirements and receiving Graduate College approval. After the deadline, but before the end of the term, students may still apply for degree conferral that term, but a substantial late application fee will be charged in addition to the normal graduation fee, and their names might not be included in the commencement publication. Applications submitted after the end of the term will generally not be processed for degree conferral for the term just past. Exceptions for post-term application will only be considered for unforeseen circumstances arising after the end of the term and require approval by the department and the Graduate College on a MyUNIverse student request. If the department or Graduate College does not approve a post-term applicant, the student will need to apply for graduation the next term. 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.

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.

7. Attendance at commencement

The candidate for the Doctor of Education degree is expected to secure the appropriate academic regalia and appear at commencement for the awarding of the degree. The candidate is not eligible to participate in commencement before the dissertation is submitted to the Graduate College and all degree requirements are met.

Doctor of Education Program Requirements

Doctor of Education Professional Common Core for all Intensive Study Areas

Substantive Component: 15 credit hours (3 credits per course) 15

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTDEPED 7303 (190:303)</td>
<td>Foundations of Inquiry</td>
</tr>
<tr>
<td>INTDEPED 7318</td>
<td>Evidence-Based Practices, Assessment, Accountability, and Program Evaluation</td>
</tr>
<tr>
<td>INTDEPED 7320</td>
<td>Leadership in Formal and Informal Learning Environments</td>
</tr>
<tr>
<td>or EDLEAD 7311 (270:311)</td>
<td>Educational Leadership and Systems Change</td>
</tr>
<tr>
<td>or EDLEAD 6245 (270:245)</td>
<td>Leadership for Effective Schools</td>
</tr>
<tr>
<td>INTDEPED 7324</td>
<td>Critical Analysis of Social and Cultural Contexts in Education</td>
</tr>
<tr>
<td>INTDEPED 7326</td>
<td>Integrating Theory with Practice</td>
</tr>
</tbody>
</table>

Research Methods (3 credits per course) 9

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTDEPED 7314</td>
<td>Qualitative Research Design for Practice</td>
</tr>
<tr>
<td>INTDEPED 7316</td>
<td>Quantitative Research Design for Practice</td>
</tr>
</tbody>
</table>

Advanced Methods Course:

Choose one or more of the following 3-credit-hour courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEASRES 6270 (250:270)</td>
<td>Educational Program Evaluation</td>
</tr>
<tr>
<td>MEASRES 7310 (250:310)</td>
<td>Advanced Qualitative Methods in Educational Research</td>
</tr>
<tr>
<td>MEASRES 7330</td>
<td>Advanced Quantitative Research in Education</td>
</tr>
</tbody>
</table>

Total hours in Professional Common Core 24

Allied Health, Recreation and Community Services Intensive Study Area Requirements

I. Professional Common Core 24

II. Advanced Professional Studies (15 hours)

Required Courses in Allied Health, Recreation and Community Services Intensive Study Area:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAHHS 7410</td>
<td>Critical Theories and Practices 1</td>
</tr>
<tr>
<td>KAHHS 7329</td>
<td>Research and Evaluation Seminar</td>
</tr>
</tbody>
</table>

Nine (9) credits from the following courses: 9

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTDEPED 7322</td>
<td>Organizational and Community Transformation</td>
</tr>
<tr>
<td>EDLEAD 7311 (270:311)</td>
<td>Educational Leadership and Systems Change</td>
</tr>
<tr>
<td>POSTSEC 6268</td>
<td>Social Justice and Inclusion</td>
</tr>
<tr>
<td>POSTSEC 6274</td>
<td>Higher Education Law</td>
</tr>
<tr>
<td>POSTSEC 7372</td>
<td>College Effects on Students</td>
</tr>
</tbody>
</table>
## Curriculum & Instruction Intensive Study Area Requirements

### I. Professional Common Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEMECML 7352 (210:352)</td>
<td>Curriculum Theory and Development</td>
<td>3</td>
</tr>
<tr>
<td>ELEMECML 7354 (210:354)</td>
<td>Curriculum Implementation and Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>ELEMECML 7389 (210:389)</td>
<td>Seminar in Curriculum and Instruction</td>
<td>3</td>
</tr>
<tr>
<td>ELEMECML 7397 (210:397)</td>
<td>Practicum in Curriculum and Instruction</td>
<td>3</td>
</tr>
<tr>
<td>INSTTECH 7340 (240:340) or INSTTECH 6240 (240:240)</td>
<td>Designing Instructional Systems Understanding Instructional Design</td>
<td>3</td>
</tr>
</tbody>
</table>

### II. Advanced Professional Studies (15 hours)

Required Courses in Curriculum and Instruction Intensive Study Area:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDLEAD 7310 (270:310)</td>
<td>Human Resource Administration</td>
<td>3</td>
</tr>
<tr>
<td>EDLEAD 7315 (270:315)</td>
<td>Leading Teaching, Learning and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EDLEAD 7319 (270:319)</td>
<td>Power, Politics, and Ethics in School District Leadership</td>
<td>3</td>
</tr>
<tr>
<td>EDLEAD 7340 (270:340)</td>
<td>Funding the Educational Program for Improved Student Achievement</td>
<td>3</td>
</tr>
<tr>
<td>EDLEAD 7346 (270:346)</td>
<td>School Business Management</td>
<td>3</td>
</tr>
</tbody>
</table>

### III. Dissertation Research

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTDEPED 7399 (190:399)</td>
<td>Dissertation Research</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total Hours:** 48

## Postsecondary Education: Student Affairs Intensive Study Area Requirements

### I. Professional Common Core

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSTSEC 6268</td>
<td>Social Justice and Inclusion</td>
<td>3</td>
</tr>
<tr>
<td>POSTSEC 6274</td>
<td>Higher Education Law</td>
<td>3</td>
</tr>
<tr>
<td>POSTSEC 7372</td>
<td>College Effects on Students</td>
<td>3</td>
</tr>
<tr>
<td>POSTSEC 7373</td>
<td>Administration and Finance in Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>POSTSEC 7374</td>
<td>Organizational Processes and Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

### II. Advanced Professional Studies (15 hours)

Required Courses in Postsecondary Education: Student Affairs Intensive Study Area:

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
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<td>Social Justice and Inclusion</td>
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<tr>
<td>POSTSEC 6274</td>
<td>Higher Education Law</td>
<td>3</td>
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<tr>
<td>POSTSEC 7372</td>
<td>College Effects on Students</td>
<td>3</td>
</tr>
<tr>
<td>POSTSEC 7373</td>
<td>Administration and Finance in Higher Education</td>
<td>3</td>
</tr>
<tr>
<td>POSTSEC 7374</td>
<td>Organizational Processes and Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

### III. Dissertation Research

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTDEPED 7399 (190:399)</td>
<td>Dissertation Research</td>
<td>9</td>
</tr>
</tbody>
</table>

**Total Hours:** 48
Doctor of Industrial Technology Degree

(Nota: Admission to this degree is currently suspended.)

Students interested in the Doctor of Industrial Technology degree must submit a completed Application for Admission to Graduate Study and should refer to their MyUniverse Student Center To-Do List or contact the Department of Technology for any other admission requirements. Graduate information and application for graduate admission can be found at https://admissions.uni.edu/apply. The Graduate Record Examination (GRE) is required for admission to the program. The minimum GRE scores for a full admission status must rank as the 30th percentile in verbal, the 30th percentile in analytical writing, and the 50th percentile in quantitative sections.

The Doctor of Industrial Technology (D.I.T.) degree is designed to develop scholars in the fields of education and industry. The University of Northern Iowa offers the D.I.T. degree to meet the increasing need for advanced degree work in the field of Technology which includes, but is not limited to, technology, applied engineering, trade and industrial education, technical institute education, industrial training, and technology transfer. This research-oriented terminal degree program also includes the study of the technological systems used in industry and their effect on society and culture.

The D.I.T. program emphasizes the development of a thorough knowledge of:

1. industrial technology as an intellectual discipline,
2. the technological systems used in industry and their effect on people and the environment, and
3. the potential and limitations of future developments in technological systems and their utilization in industry.
4. intellectual tools necessary to pursue scholarly research and applied practices in the field of industrial technology and applied engineering.

The Doctor of Industrial Technology degree program is intended to prepare graduates for one or more of the following professional careers:

1. Faculty, supervisors, and consultants of applied engineering and/or technology, trade and industrial education, technical institute education and technology education in secondary schools, colleges and universities.
2. Researchers and project coordinators, technology transfer specialists, technology forecasters and assessors of technology for industrial policy planning and decision making.
3. Academic leaders (e.g., deans, department heads, or directors) of technology-oriented programs at post-secondary institutions.
4. Researchers and research coordinators for education and industry in specific content fields of technology or engineering technology.
5. Designers, coordinators and directors of industrial training or human resource programs, and related industrial applications.

Specific program requirements can be found at Department of Technology.

Admission to Doctoral Study

Application for Admission

Individuals possessing the Master's degree in Technology, Engineering, Engineering Technology, Technology Education, or a related technical program, from a regionally accredited U.S. institution or an internationally reputable institution, may apply for admission to the Doctor of Industrial Technology degree program.

Applicants in the final semester or summer session of work on the Master's degree may submit application materials and be admitted on provisional degree status until the Master's degree notification is received in the Office of Admissions.

Types of Admissions

Regular admission to the Doctor of Industrial Technology degree program may be granted on two basis.

1. Without Provisions (Unconditional)
   a. The applicant must hold a master's degree with an education or industry specialization in a content field in or related to industrial technology; the degree must have been granted by a regionally accredited institution or internationally reputable institution.
   b. The applicant must have an overall grade point average of 3.00 on all prior graduate course work.
   c. The applicant must have completed the Graduate Record Examination (GRE) and have their percentile scores forwarded directly from the testing agency to the Office of Admissions. The minimum GRE scores must rank as the 30th percentile in the verbal section, the 30th percentile in analytical writing, and the 50th percentile in the quantitative section for unconditional admission status. The department will not be able to make an admission decision until official GRE scores are on file.
   d. Three references from persons familiar with the academic and professional potential of the applicant must be submitted.
   e. Scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) are required from applicants whose first language is not English. The minimum required score for unconditional admission 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 the Graduate College through a direct request from a graduate program (not from a prospective student). A typical circumstance in which a waiver may be granted is that the student has completed a bachelor's or graduate degree at an accredited English-speaking institution. See English Proficiency in Admission to Graduate Study in this university catalog for further information. The applicant is encouraged to have a minimum of two full years of professional-level educational or industrial experience in or
related to the major field of specialization. Individuals without this experience may be admitted to the D.I.T. program but appropriate professional experience must then be included in the degree. What constitutes appropriate professional experience will be determined by the student's faculty advisory committee and this requirement will be included in the student's degree requirements. All applications for admission will be reviewed by the Department of Technology Graduate Programs Committee. The committee may recommend unconditional admission only if the candidate meets all the above requirements. Admission to D.I.T. program is considered for Fall semesters only. There will be no admission considered for Spring semesters due to prerequisites and a smooth program flow of courses.

2. With Provisions (Provisional)
   a. Admission with provisions may be stipulated if an applicant does not meet all the aforementioned requirements or if the committee believes further graduate course work or professional experience is desirable prior to an applicant's being approved for admission without provisions. (See guidelines regarding provisional status.)

   b. Applicants admitted with provisions must meet one or both of the following criteria before they may be reclassified:
      i. completion of all deficiencies for admission to degree status.
      ii. completion of a minimum 9 hours for a summer session or 12 hours during a spring or fall semester with a minimum grade point average of 3.00 in course work recommended by the faculty advisor appointed by the department head. Course work completed while the individual is on provisional degree status admission may be applied toward degree requirements only if it is approved by the faculty advisory committee assigned to the student.

   1. advise appropriate course work based on student competencies and dissertation research plans.
   2. preparation and evaluation of comprehensive written and oral examinations.
   3. determination of any remedial requirements after comprehensive written and oral examinations are completed.
   4. approval of publication requirement before allowing student to submit dissertation proposal.
   5. approval of dissertation proposal and supervision of dissertation effort.
   6. final approval of completed dissertation.
   7. preparation and evaluation of oral examination over dissertation.
   8. recommendation of candidate for degree.

All actions of the committee must be approved with no more than one dissenting vote.

Should it be necessary to request changes in the composition of the committee, the graduate student must specify in a letter to the departmental Graduate Coordinator the rationale for the replacement. A disagreement in perspective, thought, or position may not be cause for replacement. Any faculty member choosing to resign from the committee must submit a letter of request to the departmental Graduate Coordinator.

Admission to Candidacy

1. Students should identify the D.I.T. advisory committee before the end of the first academic year.

2. Students admitted to the program with provisions must remediate those provisions within their first year or by the end of their first year of study in the Department of Technology.

3. Students who do not comply with (1) and (2) above are likely to be forfeiting their admission to the D.I.T. degree program.

4. All course work in progress or completed prior to applying for admission to candidacy and program approval must be subsequently approved by the faculty advisory committee in order to be counted on a student's degree.

5. Admission to candidacy will be recommended to the department head only after a formal interview of the student has been conducted by the faculty advisory committee.

6. Any changes to be made in the planned course of study must be approved by the faculty advisory committee and the Dean of the Graduate College or designee.

General Regulations

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

1. Maximum academic load

The maximum graduate student load during each semester of the academic year is 15 hours, and 12 hours for those with an assistantship; that permitted during the eight-week summer session
Graduation Requirements

1. Scholarship

A cumulative and Plan grade index of 3.00 (B average) must be earned at the University of Northern Iowa in all courses attempted as a graduate student and a maximum of 6 hours of C credit (C-, C, C+) may be applied toward credit for graduation. See also the Common Regulations and Requirements for All Graduate Programs. No credit toward graduation will be allowed for courses in which the earned grade is below C-.

2. Credit hour requirements

A minimum of 60 semester hours of credit must be completed beyond the master’s degree. At least 45 hours of these credits must be earned at the University of Northern Iowa.

a. Level of courses

A minimum of 38 hours must be in 200/6000-level or 300/7000-level course work. All 100(g)/5000 series courses available in the Department of Technology require research activities beyond those required for undergraduate students; and some courses require activities for doctoral students beyond those required of pre-doctoral students.

b. Research credit

12 semester hours of [TECH 7399 (330:399)] are required for the degree. Credit in Dissertation Research TECH 7399 (330:399) will be earned for the successful completion of the dissertation.

No more than 12 hours of research TECH 7399 (330:399) may be taken. Master’s-level Research courses 6299 (xxx:299) may not be applied to a doctoral degree. Directed Research TECH 629R (330:29R) may be taken after all hours of TECH 7399 (330:399) have been registered for, but for no more than 12 hours total and for no more than 6 hours in a given term. XXXX 629R (xxx:29R) cannot be applied to the required minimum hours for the degree or the required minimum hours of 200/6000-level or 300/7000-level for the degree.

c. Time Limitation (Recency of credit)

Courses taken more than ten years prior to the granting of the degree cannot be used to meet degree requirements. See the Common Regulations and Requirements for All Graduate Programs.

d. Guided Independent Study credit

See the Common Regulations and Requirements for All Graduate Programs.

e. Workshop credit

See the Common Regulations and Requirements for All Graduate Programs.

3. Residence requirement

In order to meet the residence requirement, the student shall complete a minimum of 18 hours of credit distributed across two or three consecutive semesters over one or two consecutive academic years. Dissertation research will not be used to satisfy the residence requirement.

4. Examinations

The following examinations are required of all students working toward the Doctor of Industrial Technology degree:

a. D.I.T. comprehensive examination

The comprehensive examination is intended to be an evaluation of the candidate's mastery of the entire planned program of study, including the tools of research. It is used to evaluate the candidate's mastery of the subject at or near the end of the program. It should be prepared, administered, and evaluated by the candidate’s faculty advisory committee upon completion of all course work in the program, excluding D.I.T. internship and the D.I.T. dissertation research. The written portion will consist of three 4-hour periods. The dates are scheduled for the ninth or tenth week of Fall/Spring semesters only. Upon satisfactory completion of the written portion, the faculty advisory committee will conduct the oral portion with the candidate present. The oral portion shall be opened to faculty who provided questions for the written portion. Successful completion of both the written and oral portions of the comprehensive examination is required. The comprehensive examination will be evaluated at a convened meeting of the faculty advisory committee and reported as satisfactory or unsatisfactory to the Graduate Dean via the
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Graduate Coordinator and the Head of the Department of Technology.

In the event of a report with three or more votes of satisfactory with reservations in either portion, the exact stipulations of the committee should be recorded on the report form. The statement must specify the time allowed for satisfying the stipulations and must be specific in defining the area if further examination in a particular area is necessary, or in describing any additional courses, actions or procedures that are required. The examination cannot be deemed complete or reportable until such stipulations have been satisfied. Successful completion of the comprehensive examination will be reported if four of five committee members indicate a satisfactory report on both the written and the oral portions. In case of a report of unsatisfactory on a portion of the examination, a second examination must be administered in the next succeeding semester or summer session. A candidate will be permitted two opportunities to achieve a satisfactory report. A third opportunity will only be allowed with a special approval by the department head upon the recommendations of four of the five members of the faculty advisory committee. The candidate receiving an unsatisfactory report in the final opportunity by the convened faculty advisory committee will not be permitted to continue or complete the program of graduate studies, and upon submission of the report form to the Head, Department of Technology, and Graduate Dean via the Graduate Program Coordinator, the faculty advisory committee for this candidate will be dissolved.

Post-comprehensive registration

Doctoral students who completed all of their program but the dissertation and who have passed their comprehensive examination, must be continuously registered until the degree is completed. Registration for every fall semester and spring semester is required. Summer registration is required for students defending dissertations or graduating from the degree program during the summer term. Students reaching this stage will be automatically registered in TECH 7300 and assessed a fee. Students who have completed their coursework, but have not yet passed the post-comprehensive examination, will be automatically registered and assessed a fee for TECH 629C Continuous Registration until they have met the eligibility criteria for TECH 7300 DIT Post Comprehensive Registration. Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, defending dissertations or graduating from the degree program during the summer term. Continuous enrollment ensures that students and their advisors can access their university records, that students receive important emails from university offices, and that students can utilize the library and its services through graduation.

b. Dissertation Presentation Examination

An oral dissertation presentation examination (defense) is required over the content and methodology used in conducting the research associated with the student's dissertation. This public presentation examination is conducted by the student's faculty advisory committee after the dissertation has been presented to the faculty advisory committee in final form.

The department shall publicize the examination presentation (defense) at least 2 weeks in advance.

5. Publication

Before being allowed to submit a dissertation proposal, the student must submit at least one scholarly paper for publication in a peer-reviewed conference proceedings, periodical, journal, or textbook within one of the professional fields related to technology/engineering technology. The faculty advisory committee shall determine when this requirement is met. Publication completed prior to admission to the program may be submitted for consideration.

6. Dissertation

A dissertation is required of all candidates for the Doctor of Industrial Technology degree. Students are encouraged to talk with their faculty advisory committee about the topic for their dissertation early in the program. The dissertation is to be prepared and submitted in accordance with the most current edition of the Graduate College Thesis and Dissertation Manual at https://guides.lib.uni.edu/thesis-and-dissertation-formatting/. This manual should be consulted prior to writing the dissertation.

a. Dissertation Committee

The Faculty Advisory Committee is the dissertation committee. See above under Faculty Advisory Committee for information about this committee.

b. Credit hours

The dissertation will involve 12 hours of credit in TECH 7399 (330:399). Students may register for the research credits after successful completion of the research methods courses noted in their doctoral program, but not more than 6 credits in a term. Registration for the last segment of research credit (for work on the dissertation) should be postponed until the dissertation is near completion. All dissertation research credit is recorded as RC (Research Continued) until the faculty advisory committee has conducted the final oral examination over the dissertation and given final approval for the dissertation. The Registrar may authorize the extension of time for completion of an RC (Research Continued) in research up to one additional calendar year with the consent of the instructor. If at the end of that time the work has not been completed, the RC will be changed to an F (Failure).

c. Doctoral dissertation proposal

The student, in conjunction with her/his advisor, will make arrangements to present the dissertation proposal to the Faculty Advisory Committee as a group. Formal work on the dissertation may not proceed without approval from the committee.

d. Dissertation Preview

During the semester in which the student intends to graduate, the student must make an appointment with the Graduate College for a dissertation preview to have the style and format of the dissertation reviewed. All problems may not be detected during the preview; however, the major difficulties will be discussed. Often a brief consultation will uncover
format problems that are easily remedied at this stage. An electronic draft must be submitted 24 hours in advance of the appointment and contain a reference or bibliography with all sources contained in the text of the document. The department must identify the students who should be scheduled for preview each semester. The student must have an up-to-date advisement report and the Dissertation Committee approved by the Graduate Dean before a preview meeting will be scheduled. The preview must be scheduled and completed no later than eight weeks before the last day of the semester students intend to graduate. If the thesis is not approved within the semester of the preview, further consultations may be required to fulfill this requirement. See https://grad.uni.edu/current-students for the preview dates. No dissertation will be accepted by the Graduate College for final approval without the completion of this preview.

c. Oral Defense

See 4.2 above (Examinations). Completion of the dissertation occurs when the student’s faculty advisory committee and the Dean of the Graduate College have approved the dissertation. The dissertation must be in final copy form before doctoral committee members may affix their signatures for approval. The dissertation must be submitted in final form to the faculty advisory committee at least eleven weeks prior to graduation. The department shall publicize the defense at least 2 weeks in advance.

d. Filing of Dissertation

Students must complete a dissertation submission by no later than five weeks before graduation. Failure to meet this deadline will result in a delay in graduation. A complete submission includes:

i. Electronic dissertation, produced in one Microsoft Word document and a PDF copy, emailed as an attachment from the student's UNI email account to the Thesis Reviewer. Contact the Graduate College: gradcollege@uni.edu.

ii. Minimum of three copies of dissertation abstract title page on approved thesis paper, each one originally signed by the chair, and co-chair if applicable, after the student’s successful defense. The Graduate Dean will sign these pages after the dissertation receives final approval of the Graduate College. The Graduate College keeps one copy to be bound into the dissertation, sends one to the Technology department, and returns the extra one to the student for personal use. If the student wants more than one personal copy, extras may be submitted, and all extras will be returned to the student after final approval.

iii. Minimum of three copies of the dissertation title page on approved thesis paper with original signatures of all committee members. The student should prepare and obtain signatures on the same number of dissertation title pages and abstract title pages. The Graduate College keeps one copy to be bound into the dissertation, sends one to Technology department, and returns all extras to the student for personal use.

iv. Dissertation approval form. Please use the most recent version of the form, available at https://grad.uni.edu/current-students. This form should also be opened in Adobe Acrobat and filled out on the computer, and printed on plain white paper.

**NOTE: Handwritten forms will not be accepted.** Following the successful defense, obtain all required signatures except the Graduate Dean before submitting to the Graduate college (the Graduate College Dean will sign when final approval is given by Graduate College).

v. Self-addressed label (provided at time of preview) for return of extra approval pages to student. paper. **NOTE:** If preview was completed by email, be sure to specify mailing address for the return of signed approval pages in lieu of mailing label.

vi. The Thesis & Dissertation Reviewer will provide the student with a review draft. The corrections noted in this draft must be carefully reviewed and implemented by the student by the deadline provided in the email communication. This review will ensure proper formatting per the *Thesis and Dissertation Manual* and will check that all citations follow the style manual approved by the student’s department.

vii. Once all corrections have been satisfied, students will be granted print approval and must submit their final printed copy on white, acid free, 24-pound, 25 percent or 100 percent cotton paper. Students may purchase the approved paper at Copyworks or an office supply store. Final copies must be clean and of uniform darkness, with a sharp imprint.

viii. Three blank sheets of approved thesis paper must also be purchased at this time (required for binding).

ix. After the dissertation has received print approval by the Graduate College, students will be emailed a link to the form Agreement and Permission to Preserve Thesis/ Dissertation to their UNI account. This Agreement form must be submitted electronically. At this point, the Graduate College will begin the final approval process and submit the dissertation electronically to the Library and the printed copy will be bound. The Department of Technology and the Registrar’s Office will be notified of this final approval after this form is submitted.

x. For further dissertation information, see the Graduate College's *Thesis and Dissertation Manual* at https://guides.lib.uni.edu/thesis-and-dissertation-formatting/.

g. Dissertation fees

All thesis/dissertation students are billed a one-time, nonrefundable thesis fee for thesis/dissertation review, processing, and dissertation/thesis support.

In addition to the print copy required by the Graduate College, the department may require copies. Students should check with the department for the number of copies required.

7. Application for graduation

*It is the student’s responsibility to make a timely application to graduate during the term the final degree requirements are
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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 are eligible for inclusion in the commencement publication. Note that inclusion in the commencement publication is dependent upon meeting all requirements and receiving Graduate College approval. If the department or Graduate College does not approve a post-term applicant, the student will need to apply for graduation the next term. Late fee applies.

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.

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 - Doctoral Degree Students: All summer doctoral candidates may only participate in fall commencement or thereafter.

8. Attendance at commencement

The candidate for the Doctor of Industrial Technology degree is expected to secure the appropriate academic regalia and appear at commencement for the awarding of the degree. The candidate is not eligible to participate in commencement before the final dissertation has been approved by the Graduate College.