

Graduate Admission Requirements

Admission Requirements for Graduate Students

All applicants for graduate study must submit an online application for Graduate Study specifying their choice of degree program or non-degree admission with a \$60 application fee or \$75 fee for international students and request all necessary official transcripts be sent to the Office of Admissions. *The application fee is waived if you received a degree from the University of Northern Iowa, and transcripts from the University of Northern Iowa need not be requested.* Failure to provide official transcripts from all required colleges and universities can result in a denial or rescinding of admission.

Admission to graduate study does not guarantee admission to an advanced degree program. Responsibility for determining eligibility for admission to graduate degree programs rests primarily with the academic departments. The academic departments are responsible for evaluating degree status applications for admission, but the Graduate Studies has final authority on the admission status of admitted students (without provisions or with 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 provisions to graduate study. A graduate of a college or university that is not accredited may be granted provisional admission at the discretion of the Dean of Graduate Studies.

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

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

Licensure

For approval in some graduate programs, a student must have earned or be eligible for teacher licensure or its equivalent endorsed in an area appropriate to the graduate major. For information on licensure, consult the Office of the Registrar. Students seeking licensure will need to consult the Registrar's Office for further guidance, and submit an undergraduate, post-baccalaureate application (see Post-baccalaureate, Undergraduate Study in this university catalog).

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

Federal regulation (34 CFR 668.408) requires the University of Northern Iowa to determine whether or not licensure-related programs

satisfy the educational requirements for professional licensure in the states where prospective students are located. UNI's Principalship MAE/ASC program meets the education requirements for licensure in the state of Iowa. For all other states, it has not been determined if UNI's program meets the educational requirements.

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

Admission to Graduate Study

(This section applies to all students taking graduate courses at the University of Northern Iowa after receiving the bachelor's degree.)

The admission procedures of Graduate Studies are administered separately from those of the university's undergraduate program. Prospective students may apply for graduate admission under one of two categories: **Degree Status** (regular admission) or **Non-Degree Status**. Each category carries specific regulations. Information and the online application for admission are available at <https://admissions.uni.edu/apply>. The completed Application for Admission to Graduate Study should be submitted online. International students should contact the Office of Admissions at intladm.uni.edu or by phone 319-273-2281 or by fax 319-273-2885.

Admission to graduate study does not guarantee admission to an advanced degree program. Responsibility for determining eligibility for admission to graduate degree programs rests primarily with the academic departments. The academic departments are responsible for evaluating degree applications for admission, but Graduate Studies has final authority on the admission decision for students (with or without provisions).

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

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

English Proficiency

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

Test	Minimum Score
TOEFL	79 internet or 550 paper
IELTS	6.5

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DUOLINGO 105
AEMG Masters Qualifying (MQP) 75%

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

Full Admission Without Provisions

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

Full Admission With Provisions

International applicants who do not meet the English language requirement may be admitted with a provision by enrolling in the Culture and Intensive Program (CIEP) and successfully completing the program with at least a B (3.0) in all level 5 CIEP courses prior to the start of graduate work.

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

Application Dates

Applications for Regular admission (Degree-Status) and all credentials required for admission should be on file in the Office of Admissions at least one month before departmental review. Students must contact the academic department regarding application review deadlines.

International students should note the special application deadlines at intladm.uni.edu.

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

Requirements for Admission to Degree Status

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

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

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

U.S. students who have already completed a masters or doctoral degree will need to submit those official transcripts, but may not be required by the Department to also submit official transcripts for their baccalaureate degree, provided that their post-baccalaureate degree(s) is from a college or university accredited by the North Central Association of Colleges and Secondary Schools or a corresponding regional agency, or a graduate or a foreign institution recognized by that country's Ministry of Education.

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

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

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

Applications for Degree Status are reviewed and acted upon by the appropriate academic department, the Office of Admissions, Graduate Studies, and the Office of the Registrar. Responsibility for determining eligibility for admission to graduate degree programs rests primarily with the academic departments. The academic departments are responsible for evaluating degree status applications for admission, but Graduate Studies has final authority on the admission decision

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

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

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

Regular Admission to UNI has two options:

Without Provisions (Unconditional)

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

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

With Provisions (Conditional)

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

provisions. The department must notify the student in writing of the specific reservations/requirements that must be satisfied.

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

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

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

Status Acceptance and Waivers:

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

Health

All incoming students are required to submit evidence of having been adequately immunized against measles (rubeola), rubella, and mumps. Students must provide documentation of their immunization records which shows proof of TWO measles, mumps and rubella (MMR) vaccinations. For more information please see our Web site at www.uni.edu/health.

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.

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

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

Admission to Doctoral Study

Initial Admission

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

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

1. The applicant must hold a master's degree from a regionally accredited institution of higher education.
2. Each applicant must submit official transcripts from all degree-granting universities, and from any colleges or institutions attended after earning their bachelor's degree.
3. Applicants may choose to submit one of the following required components, to be submitted to the Admissions Office.
 - a. The Graduate Record Examination (GRE) is required for admission - including the verbal, analytical, writing, and qualitative scores; OR
 - b. A writing sample (electronic) that reflects the applicant's writing ability from previous academic work. This professional writing sample may consist of a master's research paper or thesis, published article in an academic venue, or a paper presented at a professional conference.
4. The applicant must have a minimum of three years of professional experience.
5. Three letters of recommendation must be submitted from individuals familiar with the applicant's potential for advanced professional study, at least one from a professor familiar with the applicant as a student and at least one from an employer/supervisor in the applicant's profession.
6. Scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) are required from applicants whose first language is not English. The

minimum required scores for regular admission without provision and eligibility to enroll in graduate courses is 550 (paper) / 79 (Internet) on the TOEFL or 6.5 on the IELTS. The requirement to submit these scores may be waived only by Graduate Studies through a direct request from a graduate program (not from a prospective student). A typical circumstance in which a waiver may be granted is that the student has completed a bachelor's or graduate degree at an accredited English-speaking institution.

7. The UNI Ed.D. program requires a written statement from each applicant as part of the total application packet. The written statement should articulate the applicant's professional background, reason for seeking the doctoral degree within the specific ISA, research interests, and a statement of career goals.
8. Applicants must have master's level introduction to statistics coursework prior to beginning this program: KAHHS 6210 or equivalent. For applicants who do not have this requirement fulfilled, applicants should enroll in the online introduction to statistics course which will be available during the summer session prior to the fall start of the cohort for the Ed.D. program.

Regular admission with provisions **may** be recommended for an applicant who does not meet all of the requirements or for whom it is felt that further graduate course work or professional experience would be useful in making the admission decision. Admission with provisions will not be considered for applicants whose admission files are incomplete. A student admitted with provisions must be formally reclassified as an unconditional admit and course work completed during that time must be subsequently approved by an appropriate faculty committee before it may be applied to a degree.

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