

Graduate Degree Overview

Common Regulations and Requirements for All Graduate Programs

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

Filing Graduate Student Requests

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

Regulations Affecting Registration

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

Maximum Academic Load

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

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

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

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.

Continuous Registration

Continuous enrollment ensures that students and their academic advisors can access their university records, that students can receive

important emails from university offices, and that students can utilize the library and its services through graduation.

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

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

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

Continuous Registration: Thesis/Non-Thesis Projects

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

Program of Study (Academic Requirements/ Advisement Report)

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

Program of Study Regulations Scholarship

A UNI cumulative grade index of 3.00 (B average) must be earned in all graduate courses on the advisement report, with the exception of the Master of Accounting (MAcc) program, which requires a cumulative grade index of 2.75. No more than six (6) semester hours of C credit (C+, C, C-) may be applied toward credit for graduation. When C-range grades on the advisement report exceed the six hour limit, one or more of such courses *must* be repeated. Individual departments may identify specific courses within the degree for which a minimum grade of B is required. A course taken to satisfy degree requirements in which a student receives a D+, D, D- F or NC grade will not be considered satisfactory and *must* be repeated. Students who repeat a course, get credit only once for non-repeatable courses. A student may attempt a course twice. The original course grade will remain on the student record, and the grade of the second course attempt will be used in the computation of the GPA.

Time Limitation (Recency of Credit)

Time limits on the completion of degrees have been established to ensure that a student who earns a UNI graduate degree is current in the discipline at the time of graduation. **The allotted time to a Master's and Specialist is seven years from the earliest course applied to the degree. The allotted time for doctoral degrees is ten years. Courses taken more than seven years (ten years for doctoral programs) prior to the granting of the degree cannot be used to meet degree requirements.** If the student's original time limit expired over five years ago, the student must reapply for admission to the graduate program. If the student is accepted, only coursework that is within the recency period when the degree is granted may be used to satisfy degree requirements.

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

- A completed form: Preliminary Request to Extend Time to Complete Graduate Program.
- A justifiable reason (with documentation) for the delay in degree completion must be provided.
- Evidence of currency in the discipline must be provided for each course that would be out of recency.
- A clear timetable for the completion of requirements, with proposed committee members.
- Submission of Student Request: Exception to Policy: Extension of 7-10 year limit for degree completion.

If an extension of time to complete the degree is granted, it will be the only extension the student receives **Students may request one extension for a total of up to 24 months during their studies, but time limits may be extended for active military service or other**

extenuating circumstances, at the recommendation of the program and the approval of the Dean of GROE or designee.

Revalidation of outdated coursework (coursework out of recency)

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

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

Written examination

Professional activities: Knowledge demonstrated through professional experiences

Additional courses/certifications taken

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

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

Residence

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

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

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

Nongraded Credit

Up to 3 credit hours of graduate non-graded (credit/no-credit) course work may be applied to the degree with the approval of the program and Graduate Studies. Exceptions are courses offered only on a non-graded basis and 6299, which must be graded credit. A grade of C- or

better is required to earn credit. Credit/no-credit will not be used to circumvent the maximum 6 hours of C grades applied to the degree.

Credit from Other Institutions (Transfer Credit)

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

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

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

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

Course must meet the UNI seven-year recency requirement, and ten-year for doctoral programs.

The official transcript *and any other documents required upon request* are used by the Office of Admissions After a completed course has been ruled eligible, the student may submit an online request: Graduate transfer course credit approval to transfer the course and use it on the graduate degree. Application of eligible transfer courses to the UNI degree program requires approval by the department/graduate program on the student request.

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

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

For Master of Arts in Interdisciplinary Studies, upon approval from Graduate Studies, students may transfer a certificate earned at another accredited university that has not been used to satisfy the requirements for a previous Master's degree, up to 15 credits. Credits taken at another institution at the appropriate level may count toward the 6000-level credits required to graduate, pending approval from Graduate

Studies and the program head or graduate coordinator. Graduate programs or Graduate Studies may request additional materials such as course outline, syllabus or accreditation information to evaluate course eligibility for transfer.

Self-Paced Courses

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

Workshop Credit

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

Courses Applying to Two Graduate Degrees

At least two-thirds (2/3) of the minimum hours required for a graduate degree must be UNI courses taken only for that degree. Any combination of transfer hours, self-paced courses, and hours applied to another degree may make up no more than one-third (1/3) of the minimum hours required for a graduate degree. Some programs may impose more restrictive limits.

- No course may be applied to more than two degrees. No course may apply to both the first Master's degree and a doctoral degree.
- A maximum of 9 semester hours may be common to two Master's degrees, whether the degrees are concurrent or sequential.
- A maximum of 6 semester hours may be common to both a doctoral degree and another graduate degree beyond the first Master's degree (e.g., second Master's, Specialist).

Second Master's Degree

Students may pursue a second master's degree at the University of Northern Iowa upon completion of the first master's degree or may pursue two separate master's degrees concurrently by meeting all requirements for the second degree. **Only 9 semester hours of work may be shared by two Master's degrees, whether concurrent or sequential.** All university graduation requirements including completion of 6000-level coursework, and all other specific requirements shall be met for the second major, in addition to work completed for the first major.

Dual Master's Degree Programs

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

Students may pursue dual master's degrees concurrently by meeting all requirements for both degree programs. Students must be admitted into both programs, and the Registrar's Office must be notified through

Graduate Degree Overview

the appropriate channels. **Only 9 hours of work may be shared by two master's degrees, whether concurrent or sequential.** All university graduation requirements, including completion of 6000-level coursework and all other specific requirements, shall be met for the second major, in addition to work completed for the first major. A common thesis or non-thesis artifact and other program exit requirements are permissible.

Master's Degree Concurrent With or After a Doctoral Degree

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

Master's Degree Requirements

Thesis Plan

1. The number of hours of graduate credit required varies with the major, but no fewer than **30 semester hours of graduate credit is required for all majors.** For the Master of Arts (M.A.) thesis plan, the Master of Arts in Education (M.A.E.) thesis plan, and the Master of Music (M.M.) thesis/recital plan, a minimum of 24 semester hours must be in course work other than xxx:6299 Research and xxx:629R Directed Research. For the Master of Science (M.S.) degree with thesis, a minimum of 21 semester hours must be in coursework other than xxx:6299 Research and xxx:629R Directed Research. The remainder of the 30 semester hours will be xxx:6299 thesis research credit. See departmental listings for program descriptions.
2. **6000-level credits:** A minimum of 9 semester hours of 6000-level credit, other than xxx:6299 Research and xxx:629R Directed Research, taken at the University of Northern Iowa is required. A minimum of 6 semester hours of xxx:6299 and a maximum of 12 semester hours of xxx:629R taken at the University of Northern Iowa can be applied to the requirements for the degree. Following enrollment in all required semester hours of xxx:6299, a thesis major can register for 1-12 hours of xxx:629R and apply it to the degree as additional credits required, as long as no more than 6 semester hours are taken per semester. xxx:629R cannot be applied to the required minimum hours for the degree or the required minimum hours of 6000-level for the degree program.
3. Complete the course requirements for a specific major and any additional courses designated by the departmental committee.
4. Complete any additional program graduation requirements. See program-specific requirements.
5. Meet the seven-year recency of credit requirement.
6. Complete a thesis or creative thesis (or thesis abstract if the creative thesis is not in written form) or recital with recital abstract, as required by the student's graduate program, and meet Graduate Studies submission deadlines.
7. Any use of Generative Artificial Intelligence should be appropriately documented within the written document and listed on the Reference Page. If the student fails to report AI use, disciplinary action will be taken, which could result in program dismissal. It is recommended that students consult their academic advisor for program-specific guidelines.

8. Meet the residence credit requirement.

9. Application for graduation

It is the student's responsibility to make a timely application to graduate during the term the final degree requirements are completed. Application for graduation must be completed online through MyUNIverse Student Center. **Application to graduate must be submitted by November 10 for Fall, April 1 for Spring, or July 1 for Summer terms.** During the semesters, these dates ensure that students' names can be included in the commencement publication. If the department or Graduate Studies does not approve a post-term applicant, the student must apply for graduation the next term. Late fees apply.

Graduate Student Eligibility to Participate in Commencement Ceremony

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

Although Application for Degree Conferral may be submitted until the end of the term, to ensure inclusion in the commencement program and to avoid a late application fee, Applications for Graduation must be submitted by the following deadlines:

- Spring graduate degree candidates must submit their application by April 1.
- Fall graduate degree candidates must submit their application by November 10.
- Summer graduate degree candidates: The application deadline to avoid the late application fee is July 1. For deadlines for commencement participation, see the appropriate paragraph immediately below:

Summer Graduation - Master's and Specialist Degree

Students: Students who will complete their degree requirements in summer, and who apply by April 1 for summer graduation (degree conferral), are eligible to participate in Spring commencement. Students who will complete their degree requirements in the summer and apply after April 1 for summer graduation (degree conferral) are only eligible to participate in fall commencement.

Non-Thesis Plan

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

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

It is the student's responsibility to make a timely application to graduate during the term the final degree requirements are completed. Application for graduation must be completed online through MyUNiverse Student Center. **Application to graduate must be submitted by November 10 for Fall, April 1 for Spring, or July 1 for Summer terms.** During the semesters, these dates ensure that students' names can be included in the commencement publication. If the department or Graduate Studies does not approve a post-term applicant, the student must apply for graduation the next term. Late fees apply.

Graduate Student Eligibility to Participate in Commencement Ceremony

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

Although Application for Degree Conferral may be submitted until the end of the term, to ensure inclusion in the commencement program and to avoid a late application fee, Applications for Graduation must be submitted by the following deadlines:

Spring graduate degree candidates must submit their application by April 1.

Fall graduate degree candidates must submit their application by November 10.

Summer graduate degree candidates: The application deadline to avoid the late application fee is July 1. For deadlines for commencement participation, see the appropriate paragraph immediately below:

Summer Graduation -Master's and Specialist Degree

Students: Students who will complete their degree requirements in summer and who apply by April 1 for summer graduation (degree conferral) are eligible to participate in Spring commencement. Students who will complete their degree requirements in the summer and who apply after April 1 for summer graduation (degree conferral) are only eligible to participate in fall commencement.

Other Requirements and Criteria for Master's Degree Students

Examinations

Master's degree students on either the thesis or non-thesis plan may be required to pass a comprehensive examination. Graduate Studies receives an electronic notification.

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.

Thesis Plan - Credit Hours

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

In conjunction with Graduate Studies, the Registrar may authorize an extension of time for the completion of *Research Continued (RC)* in research up to one additional calendar year with the consent of the instructor (beyond the 48 month duration). If, at the end of that time, the work has not been completed, the grade of *RC* will be changed to an *F (Failure)*. Once the extended instructional period is finished, the *RC* grade will be replaced with the appropriate grade assigned by the instructor. If the *RC* grade is not replaced with an appropriate grade within an instructional period, the *RC* will be automatically entered as an *F* on the student record after 48 months.

Graduate Degree Overview

Thesis

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

The thesis may take the form of studies, experiments, surveys, compositions, creative work, and projects and may cover such matters as methodology, understanding children, and materials of instruction, or may delve rather deeply into some aspect of a specialized academic field. Whatever the nature of the subject, its development into an acceptable thesis is considered to contribute to the growth of such attributes as maturity of judgment, initiative, writing ability, and organizational ability. The thesis should make a contribution to the world's knowledge. Its preparation should develop in the writer a broader understanding of the world's knowledge and a more genuine appreciation of the research efforts of others.

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.

Thesis Committee

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

Thesis Proposal

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

Formatting Assistance and Preliminary Checks

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

Students may also choose to send a copy to the Reviewer for a preliminary check. This should occur as early as the semester in

which the proposal is approved. This check will be an abridged session that will cover all components of the final review.

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

Graduate Studies Review Deadline and Oral Defense to Committee

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

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

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

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

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

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

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

While there is no official deadline for oral defenses at the Graduate Studies level (students should contact their departments for any internal deadlines), students should

aim to complete this defense with enough time to make any final changes prior to the semester submission deadline.

Submission Deadline and Process

Submission of the thesis may occur once the committee’s approval of the content and the oral defense is granted and all requirements at the departmental level have been satisfied. The student must have met all of the expectations outlined during the review. Submission of a thesis includes the electronic Thesis Approval Form (available at <https://grad.uni.edu/current-students>). Note: Submission **does not** guarantee final approval. The submission deadline for the Fall and Spring semesters is **two weeks before commencement**. For summer deadlines, see the section on summer terms and deadlines.

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

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

Summer Term and Deadlines

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

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

responsible for clearly communicating their intent with their committee and forming an agreeable schedule with everyone involved.

Summary of Hour Requirements and Limits

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

Thesis

Minimum graduate hours required *	30
Minimum hours required in courses numbered 6000 and above at UNI **	15
Minimum hours of credit at UNI unique to the particular degree (two-thirds of minimum hours for degree)	20
Maximum usable hours in transfer credit (up to one-third of the minimum hours required for the degree)	10
Maximum usable hours in self-paced courses (requires Graduate Studies preapproval)	9
Maximum usable hours of workshop credit	15
Maximum usable hours of opted non-graded credit (requires Graduate Studies preapproval)	3
Maximum usable hours of credit in C range (C-, C, C+)	6
Maximum hours shared between two Master's degrees	9

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

**Including 6-9 hours of xxx:6299 Research. Some programs have higher minimums.

Non-Thesis

Minimum graduate hours required *	30
Minimum hours required in courses numbered 6000 and above at UNI **	12
Minimum hours of credit at UNI unique to the particular degree (two-thirds of minimum hours for degree)	20
Maximum usable hours in transfer credit (up to one-third of the minimum hours required for the degree)	10
Maximum usable hours in self-paced courses (requires Graduate Studies preapproval)	9
Maximum usable hours of workshop credit	15
Maximum usable hours of opted non-graded credit (requires Graduate Studies preapproval)	3
Maximum usable hours of credit in C range (C-, C, C+)	6
Maximum hours shared between two Master's degrees	9

* Includes at least one substantial artifact. Total hours depends on major chosen.

**Some programs only allow up to 3 hours of research (xxx:6299).

Specialist in Education Degree Requirements

See also the Common Graduate Regulations.

Graduation Requirements

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.

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:

6000-level Credit

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

Research Credit

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

1. Thesis Credit Hours

The work on a thesis will involve 6 hours of research credit (xxx:6299). To earn this credit, a student registers for *Research* and usually not in one block. The instructor may assign a grade for a semester's registration in research based upon the progress made, or may assign a *Research Continued (RC)* if the instructor feels the work has not reached the place where it can be evaluated. In conjunction with Graduate Studies, the Registrar may authorize an extension of time for the completion of *Research Continued (RC)* in research up to one additional calendar year with the consent of the instructor (beyond the 48 month duration). Once the instructional period is finished, the *RC* grade will be replaced with the appropriate grade assigned by the instructor. If the *RC* grade is not replaced with an appropriate grade within an instructional period, the *RC* will be automatically entered as an *F (Failure)* on the student record after 48 months.

2. 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.

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.

Examinations

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

Thesis

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

The thesis may take the form of studies, experiments, surveys, compositions, creative work and projects, and may concern itself with such matters as methodology, understanding children, and materials of instruction, or may delve rather deeply into some aspect of a specialized academic field. Whatever the nature of the subject, its development into an acceptable thesis is considered to contribute to the growth of such attributes as maturity of judgment, initiative, writing ability, and organizational ability. The thesis should make a contribution to the world's knowledge. Its preparation should develop in the writer a broader understanding of the world's knowledge and a more genuine appreciation of the research efforts of others.

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.

Thesis Committee

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

Thesis Proposal

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

should consult with the chair and program for details on fulfilling the thesis proposal.

Formatting Assistance and Preliminary Checks

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

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

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

Graduate Studies Review Deadline and Oral Defense to Committee

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

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

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

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

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

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

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

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

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

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

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

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

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

Graduate Degree Overview

approval process is finalized and a notification is sent to the Office of the Registrar to record the completion of the requirement. If a student sent paper copies of their approval page to Graduate Studies, they receive the dean's signature at this time.

Summer Term and Deadlines

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

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

Non-Thesis Option

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

Licensure

In some cases, appropriate teaching endorsement will be recommended for those who meet the standards set by the university in conjunction with the appropriate licensure agency. Receipt of the degree is not a necessary prerequisite to recommendation for the appropriate endorsement(s) unless state standards require such. **A UNI cumulative grade point average of 3.00 or better will be required prior to recommendation for endorsement(s).** Students seeking licensure will need to consult the Registrar's Office for further guidance, and submit an undergraduate, post-baccalaureate application (see Post-baccalaureate, Undergraduate Study in this university catalog).

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.

Application for Graduation

It is the student's responsibility to make a timely application to graduate during the term the final degree requirements are completed. Application for graduation must be completed online through MyUNIverse Student Center. **Application to graduate must be submitted by November 10 for Fall terms, April 1 for Spring terms, or July 1 for Summer terms.** During the semesters,

these dates ensure that students' names can be included in the commencement publication. If the department or Graduate Studies does not approve a post-term applicant, the student will need to apply for graduation the next term. Late fees apply.

Graduate Student Eligibility to Participate in Commencement Ceremony

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

Although Application for Degree Conferral may be submitted until the end of the term, in order to ensure inclusion in the commencement program and to avoid a late application fee, Applications for Graduation must be submitted by the following deadlines:

- Spring graduate degree candidates must submit their application by April 1.
- Fall graduate degree candidates must submit their application by November 10.
- Summer graduate degree candidates: The application deadline to avoid the late application fee is July 1. For deadlines for commencement participation, see the appropriate paragraph immediately below:

Summer Graduation - Master's and Specialist Degree

Students: Students who will complete their degree requirements in summer, and who apply by April 1 for summer graduation (degree conferral), are eligible to participate in Spring commencement. Students who will complete their degree requirements in summer and who apply after April 1 for summer graduation (degree conferral) are only eligible to participate in fall commencement.

Doctoral Requirements

See also the Common Graduate Regulations (p. 1).

Credit from Other Institutions

All transfer credit, including work taken prior to formal admission, is subject to review by the Office of Admissions, Dean of GROE or designee, Dean or Associate Dean of the College of Education, and the College Committee for Doctoral Study. The student's doctoral advisor will make recommendations regarding the applicability of transfer credit. Hours that have been applied to the first master's degree cannot be transferred.

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

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

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

Graduation Requirements

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.

Hours of Credit

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

Level of Courses

Credit earned as part of the candidate's degree will be earned in courses which are at the graduate level (5000-level, 6000-level, or 7000-level). A minimum of 36 hours of course work at the 6000-level or 7000-level must be completed. No more than 12 hours of credit at the 5000-level may apply toward the minimum hours.

Research Credit

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

Dissertation Research Hours

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

In conjunction with Graduate Studies, the Registrar may authorize an extension of time for the completion of *Research Continued (RC)* in research up to one additional calendar year with the consent of the instructor (beyond the 48 month duration). If at the end of that time the work has not been completed, the grade of *RC* will be changed to an *F (Failure)*. Once the extended instructional period is finished, the *RC* grade will be replaced with the appropriate grade assigned by the instructor. If the *RC* grade is not replaced with an appropriate grade within an instructional period, the *RC* will be automatically entered as an *F* on the student record after 48 months.

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.

Residence Requirement

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

Assessments

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

Doctoral comprehensive requirement

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

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

Post-comprehensive registration

Doctoral students who have completed all of their program but the dissertation, and who have passed their comprehensive examination, must be continuously registered until the degree is completed. Students reaching this stage will be automatically registered and assessed a fee for the post-comprehensive registration number. Students who have completed their coursework, but have not yet passed the INTDEPED 7300 Post Comprehensive Examination, will be automatically registered and assessed a fee for INTDEPED:629C Continuous Registration until they have met the eligibility criteria for INTDEPED 7300.

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.

Dissertation

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

The dissertation may take the form of studies, experiments, surveys, compositions, creative work and projects, and may concern itself with such matters as methodology, understanding children, and materials of instruction, or may delve rather deeply into some aspect of a specialized academic field. Whatever the nature of the subject, its development into an acceptable dissertation is considered to contribute to the growth of such attributes as maturity of judgment, initiative, writing ability, and organizational ability. The dissertation

Graduate Degree Overview

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.

Selection of Dissertation Topic

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

Dissertation Committee

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

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

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

Doctoral Dissertation Proposal

The student, in conjunction with their advisor, should make arrangements to present the dissertation proposal to the doctoral committee as a group. Formal work on the dissertation may not proceed without approval from the committee. An announcement of proposed defense should be disseminated following the College of Education's internal rules.

Formatting Assistance and Preliminary Checks

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

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

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

Graduate Studies Review Deadline and Oral Defense to Committee

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

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

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

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

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

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

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

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

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

Submission Deadline and Process

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

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

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

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

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

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

Summer Term and Deadlines

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

Students must submit for the review deadline during the spring term immediately preceding the summer in which they intend to complete their thesis.

The final submission must be made by the final day of class in the summer term.

Students must consult with their committee and department to ensure availability to assist the student with completing their research and defending over the summer term. It is recommended that departments draft a memorandum of understanding with faculty who are not on contract; however, students are ultimately responsible for clearly communicating their intent with their committee and forming an agreeable schedule with everyone involved.

Application for Graduation

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

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

Attendance at Commencement

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

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

- *This policy does not preclude enforcement of any other university policies (e.g., policies regarding the academic standing of graduate students, academic ethics policies, grievance procedures for graduate students and graduate assistants).

Enrollment in a graduate program at the University of Northern Iowa carries an expectation of professional and ethical behavior by all students in the classroom, during internships, when working with others, etc. Professional and ethical behavior are the principles and standards governing how people behave in a professional environment. These principles are often codified through accrediting bodies or licensure standards. Therefore, in addition to the university-wide

Graduate Degree Overview

requirements for academic standing, **academic departments may establish additional, specific behavioral expectations that align with programmatic professional standards. Violation of these expectations can result in program probation, suspension, or dismissal.**

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

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

Departmental Programmatic Probation

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

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

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

Departmental Programmatic Suspension

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

1. Within ten business days of being notified of the violation, provide a written explanation of the student's status;

2. Indicate the impact of the departmental suspension on pursuing future graduate coursework in the program of study, including the timeframe and expectations for reinstatement;
3. Explain the departmental reinstatement procedure(s);
4. Outline the appeals process (see appeals process below).

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

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

Departmental Programmatic Dismissal

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

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

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

Appeals Process for Programmatic Suspension or Dismissal

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

1. A student has five business days from receipt of the suspension/ dismissal letter to appeal the decision. The written appeal can either be sent via email or standard mail and should contain evidence to support the argument for appeal.

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