Academic Requirements
Report and Student Requests

Associate Dean
Graduate College
Academic Requirements Report

• Available in your Student Center
• Other names: Advisement Report, Academic Advisement Report
• Formerly called Program of Study or Degree Audit
• It shows your degree requirements and how the courses you have/are registered for apply to those requirements
• You can track your progress toward graduation
• It shows your Plan GPA (formerly Program GPA)
Students: How to get your Academic Requirements Report

1. Log in to MyUNIverse

Holds don’t always have anything to do with registration. Click “details”

2. Name blanked

3. Choose from drop down and click >>
Advisors: How to get an advisee’s Academic Requirements Report

1. Log in to MyUNIverse and click the Resources tab.

2. Once you click, the first view is a list of advisees.

3. Click here and choose advisee below.

4. Choose from drop down and click >>.

5. How to get to Student Request System if you don’t have a notification email with the link.
Grad Coords, Secretaries, Heads: How to get an Advisement Report

1. In MyUNIverse, on the Work@UNI tab, Click Campus Solutions
2. Navigate to “Request Advisement Report”
3. Enter student’s ID number
4. Click Completed
Grad Coords, Secretaries, Heads cont.

Whether you get there through Student Center, Advisor Center or through Request Advisement Report, the next thing you see is the Academic Requirements Report.

Optional: Click the calendar to change to today’s date

Don’t click these unless you just generated the report. These don’t update the info.
Undergraduate courses will not apply to a graduate degree. No exceptions.

This is not a transcript. It’s an internal document only.

Recency = 7 years to complete the degree.

Student report says My Academic Requirements

Cumulative GPA for graduate courses

Undergrad courses will not show here, even if a student is currently in them
Check to see if any current semester courses are shown here. Don’t forget to click “View All” if there are more than 10.

“Course splitting” is enabled. If not all the credits for a course apply to the degree, the rest go in Courses Not Used By Current Major.

This is where the degree requirements begin.

Plan Code = major code + degree type

RG=Requirement Group

RQ=Requirement

LN=Line
Non-Thesis Milestone. For degrees with both a thesis and a non-thesis option, a default option was specified, because students cannot see all their requirements unless they have a milestone declared.

If a course was added by exception (a student request or blanket request), there will be a number here in Notes. You can click on the number to see a description of the exception.
Old: minimum 200-level hours
Now: minimum 6000-level hours
Both 200 and 6000-level (and 300/7000-level for doctorals) are counted here.

Research paper, comprehensive exam, thesis, dissertation, and other non-course requirements—completion will be entered in the milestone.
What if I need to make changes on my Academic Requirements Report?

• The template Academic Requirements Report will show the degree requirements in the UNI Catalog.

• Departments may allow substitutions, but if those haven’t been put into the catalog, they won’t automatically be on the Academic Requirements Report.

• Electives may not automatically apply to the degree. In general, electives require approval by the graduate program.
  – Some departments have authorized wildcards (for example, all 6000-level CHEM courses) or have listed authorized electives in the catalog—those courses will automatically apply.

• If a course should apply to the degree and doesn’t do so automatically, you likely need to submit a **student request**.
Why would I need to submit a student request?

- Declare which courses you have taken as electives on your degree
- Substitute another course for a required course
- Change to thesis or non-thesis option
- Request to register for an overload
- Request to take a course for CR/NC for the degree
- Request to take an undergraduate course
- Request to change registration after the deadline
- Request an exception to policy
- Request to transfer a course from another institution to use on UNI degree (only after transfer evaluation form and transcript)
When should I submit a request

• You must be registered for the course in order to submit a request to use it on your degree.

• It’s best to submit the request right after you register—that way you remember to do it and you keep your Academic Requirements Report up to date.

• Multiple courses can/should be included in one request!
  – Up to 6 electives can be declared at once. 3 substitutions at once.
  – But don’t put substitutions on the Declare Electives request type.

• Requests for exception to policy should be separate from requests to apply courses to the degree.
When DON’T I need to submit a request?

• If all your courses automatically apply to your degree (on your Academic Requirements Report—don’t trust a departmental handout or website)

• If you are changing your registration within the first two weeks of the semester

• If you are pursuing the default option for your degree (thesis or non-thesis)
Submitting a student request

1. Log in to MyUNIverse

2. Student Request (Grad Stds)
   - This form allows graduate students to submit requests to adjust their Academic Requirements report, register for an undergraduate class, request graduate transfer credit, and other actions.
Student Academic Request System

Types A – E, I, J are for registration changes outside of normal dates.

Types F and M are for adjustments to the Academic Requirements Report.

Types G, H, K, L are for exceptions to policy.

Type Z is for when nothing else fits, or a combination of electives and substitutions.

Select a request and click View Request to check the status of previous requests.

New types last fall:

N = Change to Thesis or Non-Thesis option

P = Request a graduate transfer course (last step in transfer process)

Q = Request Registration in an Undergraduate Course
Completing a student request-Type M

**Student Academic Request**
- **Request Type:** M - Declaring electives for the degree
- **University ID:** 444577
- **Name:** [redacted]
- **Classification:** Graduate

**Address**
Select the address should be used for this request.
- Street 1:
- Street 2:
- City:
- State:
- Zip Code:
- Other:

**Major**
170MAE - Post-Sec Ed: Student Affairs

**Email Address**
Email is the email address all notifications will be sent to as actions are taken on this request. You may change the email address but keep in mind that any communication needed for this request will be conducted through this email address.

**Request Details**
- **Electives:**
  - No courses added

**Course**
- **Number:** FAM SERV 5145
- **Term:** SUMMER 2012
- **Credits to be used:** 3
- **Apply to RQ #:** 50497
- **Apply to LN #:** 019

**Justification**
State clearly what you propose to do
- I want this course to be one of my electives.
- This will help me in my career.

**Additional Information**
- Click Save to confirm course information. Can put up to 6 electives on one request. Can delete courses from the list before submitting.
- Click Submit at the bottom (not shown).
- After submitting, check status every few days.

**Note:** No need to be elaborate for most requests.
Avoiding the “Invalid Course” error

• The first box is for the subject area—maximum 8 alphabetic characters. Spacing matters.
  – Examples: ELEM, ELEC, MATH, SPED, POL AMER, LYHS, SW, etc.

• The second box is for the course (catalog) number—always 4 characters, often numbers.
  – This is just to the right of the subject area on your registration and the Academic Requirements report. It doesn’t depend on the section you’re in.
  – Examples: 6285, 6286, 5140, 6299, etc.

• The third box is for the section number—generally 2 characters, but can be up to 4. This is after “—” in your registration. Does not show on the Academic Requirements Report.
  – Examples: 01, 03, 81, 90, 6A, GISW, etc.
  – Hint: The section number contains some information about the course.
    • 01-3_ are regular semester or May term sections, generally campus-based;
    • 8_ are first half-semester or June term and 9_ are second half-semester or July term, campus based.
    • 6_ are through Continuing Education; GISW and GISP are Guided Independent Study (not for use on a graduate degree)
After you click “Submit”

Submit → Advisor → Approved

Graduate Coordinator → Approved

Associate Dean, Grad College → Approved

Types F, M, N, P

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Registrar’s Office for Processing → Approved

Processing Note on Student Request

Cannot process

Policy violation not caught previously, or Type M request that is actually a substitution or expands a Master’s program beyond 36 hours

Remember, you can check the status of a request by going back into the Student Request System.
Checking on the status

• You get email notification at each step
  – Submission
  – When the advisor acts
  – When the graduate coordinator acts “Final action” for type M
  – When the Associate Dean acts: “Final action has been taken” (if not denied at advisor or grad coordinator level)
  – When the graduate record analyst processes it, or clicks “Cannot Process”

• You can go into the Student Request System at any time to see the status.
  – You SHOULD go into the student request system to look at the comments at each stage, even if the request was “approved”. The request may not have been approved the way you wrote it.
What to put in a student request

• Two places to write: Request, Justification

• Request: What you want done. Examples: Substitute ______ for ______. Put _____ in my electives.

• Justification: Why you are making this request. Does not have to be elaborate for electives or substitutions suggested by your department.  
  — Exceptions to policy require more justification.
What to put in a request, cont.

• Check your Academic Requirements report BEFORE submitting a request.
  – Use terminology from the report in your request
  – The RQ (requirement) and LN (line) numbers are required in some request types.
  – The number of units (credits) required on a line are both a minimum and a maximum—additional credits cannot apply there.
  – If you are requesting to increase the hours required to graduate, you must say so.
    • All credits above the minimum will be in a section titled Additional Units Requirement.
Example

Student took POSTSEC 6286 Stu: Student Affairs Research (3 cr Spring 12) with the intent that it will substitute for MEASRES 6205.

Student selects request Type F- Substitute for a required course in the degree.
Example Type F Request--Continued

Student Academic Request

Request Type: F - Substitute for required course in the degree
University ID: 444577
Name: (redacted)
Classification: Graduate

Address
Select which address should be used for this request.

* Street 1:  
* Street 2:  
City:  
State:  
Zip Code:  
Other:  
Phone:  

Major
170MAE - Post-Sec Ed: Student Affairs

Email Address
Below is the email address all notifications will be sent to as actions are taken on this request. You may change the email address but keep in mind that any communication needed for this request will be conducted through this email address.

* your email

Request Details
Course Information (up to 3 courses)

Course 1:
Enter the course number and/or title to be used as a substitute for major course:
Course Number: POSTSEC 6236
Course Title: Stu: Student Affair Resrch

Enter major course number, course title, or major requirement group being substituted:
Course Number: MEASRES 6205
Course Title/Group Name: Educational Research

Course 2:
What NOT to write in a request

• “Add this course to my program of study.”
• “Apply this course to my degree.”
  – If you have electives available to be filled, these are fine, but if you don’t, these statements mean “Increase the required hours to graduate.”
• “I want a 36 hour program”--for a degree that takes less than 36 hours.
  – The courses that are being taken above the minimum must be specified. Otherwise, there would be no way to satisfy the 36 hours!!
• Substituting for a “required” course that is on a departmental worksheet or website but is NOT on the Academic Requirements report.
  – If it’s not listed on the Academic Requirements, then I don’t know where to put the substitution!
  – Do not work off a departmental worksheet. Use the Academic Requirements Report.
Problems with the report?

• A course should be plotting on a student’s report automatically but isn’t.
  – Check: Courses with an RC or I may plot automatically once the final grade is posted. Contact me to find out.
  – If there is a course with a final grade that shows as a requirement in the report, but isn’t plotting, contact me. Errors in the logic of the advisement report will be fixed without a student request.
Will my request be approved?

- Always talk to your advisor and graduate coordinator before submitting any request that is unusual, or if you are not sure how a course is going to be used on your degree.
  - Confirm with your advisor whether an “elective” is really an elective or is a substitution for a course not being offered.
- I generally don’t deny electives or substitutions approved by the department (I don’t even see most of the requests now), unless it violates some policy or you are requesting too many courses to apply to electives (or you aren’t registered for the course!)
What’s taking so long?

• “I submitted my request a long time ago, and it was approved at the first two levels. It’s waiting on your approval.”
  – I have quite a large backlog and a lot of other work to do, but last school year more requests had final action than were submitted, so the backlog is being reduced.
  – I prioritize requests related to registration and requests from students who have a timely need (assistantship eligibility, graduation, summer tuition scholarship, etc.)
Quiz

• How many graduate student requests total are submitted in a calendar year?
  A) 20
  B) 200
  C) 2000
  D) 20,000
And the answer is...

- 2000!
  - An average of 5.5 per day
  - For Fall 12, there were about 1350 degree-seeking graduate students enrolled.
    - Nearly every degree-seeking graduate student has to submit a student request at some point in their degree!
  - Advisors or graduate coordinators deny perhaps 100-300 a year, and now the type F, M, N, P requests skip me.
    - The rest all come to me...
  - In December 2012 and early January 2013, I acted on over 250 requests! (nearly all related to December graduation and spring assistantship eligibility)
Thanks!

• Questions?

• Email to gradcollege@uni.edu for logistical help with the request system. If you have a question related to a student’s Academic Requirements, be sure you include the UNI ID number.