Navigating the System for Ed.D. Students

University of Northern Iowa
Graduate College
Ed.D. Degree Requirements
for students admitted before Fall 2014

- Doctoral Core 15 credits
- Seminar and Research 7 credits
- Adv. Professional Studies 32 credits
  - 32 credits of ISA courses, can include others
- Related Professional Studies 6 credits
  - 6 credits “outside the area of intensive study”, minimum

- These requirements are shown on your Academic Requirements report (advisement report).
Ed.D. Degree Requirements for students admitted Fall 2014 and later

• Doctoral Core 27 credits
• Research 6 credits
• Adv. Professional Study 27 credits
  – 27 credits of ISA courses, can include others with ISA approval
• These requirements are shown on your Academic Requirements report (advisement report).
Academic Requirements Report

• Tracking your progress toward graduation
• Used for graduation checkout
• Required courses (doctoral core, seminar, dissertation research) will automatically apply on the report.

• In some ISAs, for students admitted Summer 2010 and later, some of the ISA courses will automatically apply. The rest must be declared on a student request.
How to get your Academic Requirements Report

1. Log in to MyUNIverse from the UNI home page
2. Name blanked
3. Choose from drop down and click >>

Holds don’t always have anything to do with registration. Click “details”
Undergraduate courses will not apply to a graduate degree. No exceptions. Undergrad courses will not show here, even if you are currently in them. The default view expands only unsatisfied requirements. Use these other views to see everything expanded. This is not a transcript. It’s an internal document only. Recency says 7 years, but was recently changed to 10 years. Cumulative GPA for graduate courses.
Check to see if any current or upcoming 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.

Total credits required for degree. Number taken includes current and future registered courses.

You will need the RQ and LN numbers from your report for some student requests, especially Declaring Electives.

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### COURSES NOT USED BY CURRENT MAJOR (RG-50040)

Courses taken as a graduate student. Not applied to current major. UNI COURSES THAT CARRY UNDERGRADUATE CREDIT (1000/2000/3000/4000-LEVEL) CANNOT BE APPLIED TO A GRADUATE DEGREE PROGRAM. SUCH COURSES, IF TAKEN AS A GRADUATE STUDENT, WILL COUNT IN THE CUMULATIVE, BUT NOT PLAN, GPA. (RQ-30036)

### GRADUATE-LEVEL COURSES (LN-010)

1 credit course may have been taken for undergraduate credit; must be reviewed to verify the course was offered for graduate credit (LN-010).

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>RQ</th>
<th>LN</th>
<th>Course Code</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>010</td>
<td>EDRVCH5160</td>
<td>Acad Skills Achievement</td>
<td>4.00</td>
<td>SPRING 2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>010</td>
<td>POSTSEC6266</td>
<td>Stud Portf Devlopmt</td>
<td>3.00</td>
<td>SPRING 2012</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>010</td>
<td>POSTSEC6286</td>
<td>Stud Portf Devlopmt</td>
<td>1.00</td>
<td>FALL 2012</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td></td>
<td>010</td>
<td>POSTSEC6296</td>
<td>Internship</td>
<td>1.00</td>
<td>SPRING 2013</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>010</td>
<td>POSTSEC6291</td>
<td>Internship</td>
<td>3.00</td>
<td>SPRING 2013</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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### EDD: CURRICULUM AND INSTRUCTION INTENSIVE STUDY AREA (2010-Present) (201EDD)

Not Satisfied: Minimum of 60 Units Required (RQ-50060)

- Units: 60.00 required, 55.00 taken, 10.00 needed

### PROFESSIONAL CORE

Not Satisfied: 15 Units Required (RQ-50200)

- Units: 15.00 required, 12.00 taken, 3.00 needed

### Interdepartmental Education Courses

### Measurement and Research Course

3 Units Required (LN-020)

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>RQ</th>
<th>LN</th>
<th>Course Code</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>020</td>
<td>MEASRES6270</td>
<td>Educational Program Eval</td>
<td>3.00</td>
<td>Variable</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Courses automatically apply

Automatically applies if INTDEPED, not if department subject area. Dissertation Research should always be taken as INTDEPED subject area.

Example Report C&I 2010-Spring 2014

A note here may indicate a change in required hours, as this is, or may be a note of an exception to policy. Click link to read the note.
Example Report: Most ISAs before 2010

Courses Not Used by Current Major: Anything here is not applying to the degree. Master’s courses from UNI will be here.

Courses automatically apply

Student request needed for all courses to apply
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.

This terminology indicates a non-course requirement.

Dissertation and comprehensive requirement completion will be recorded here. Department reports comp requirement completion. Grad College reports dissertation completion.
Old terminology: minimum 200/300-level hours
Now: minimum 6000/7000-level hours.
Both 200/300 and 6000/7000-level courses are counted here.

Old terminology: Program GPA
Now: Plan GPA.
PLAN GPA, TOTAL includes transfer courses.
What if I need to make changes on my Academic Requirements Report?

• The Academic Requirements Report will show the degree requirements in the UNI Catalog at the time you were admitted to the doc program.

• 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.

• 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
• Request to register for an overload
• Request to take a course for credit/no-credit for the degree
• Request to take an undergraduate course
• Request to change registration after the deadline (sometimes denied--check accuracy of your registration before the term or in the first two weeks of the term!)
• Request an exception to policy (do not plan on this)
• Request to transfer a course from another institution to use on UNI degree (only after transfer evaluation form and transcript, none allowed from first Master’s)
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! It helps everyone save time and see the big picture of what you are requesting.
  – 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 or requests for change of registration 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)

• If you are changing your registration within the first two weeks of the semester
Submitting a student request

1. Log in to MyUNIverse

2. Student Request (Grad Stdts): 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. (most of your requests will be one of these)

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

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

New types Fall 2012:
- 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
Example: Request type M-Declaring Electives

- Request Type: M - Declaring electives for the degree
- University ID:
- Name:
- Classification: Graduate

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

**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**

<table>
<thead>
<tr>
<th>Electives:</th>
<th>Course</th>
<th>Term</th>
<th>Credits to be applied</th>
<th>Apply to RQ #</th>
<th>Apply to LN #</th>
</tr>
</thead>
<tbody>
<tr>
<td>No courses added</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Request**
- State clearly what you propose be done:
- I want this course to be one of my electives

**Justification**
- State why you believe your request should be granted:
- This will help me in my career

- Is this request increasing the total hours required for the degree? No
- If Yes, enter the revised total required hours:

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.

If you put incorrect information in one of these boxes, you may get an “invalid course” error message—see next slide.

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, ECM, SPED, POL, AMER, LYHS, SW, FAM, SERV, etc.
  – If course is before Fall 11, use 3 digit department number (e.g., 210)

• The second box is for the course (catalog) number—always 4 characters if Fall 11 or later, 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, 7399, 6205, 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. Don’t put the “—” in the box.
  – Examples: 01, 03, 81, 90, 6A, GISW, etc.
  – Hint: The section number contains some information about the course.
    • 01 to 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)
Example for Substitution

Student took POSTSEC 6286 Stu: Student Affairs Research (3 credits, Spring 2012)—circled at right— with the intent that it will substitute for MEASRES 6205 (circled below), which is at RQ 50378, LN 010 in this report.

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

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:
- [ ] Phone:
- [ ] Other

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.

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 6286
Subject Area: Course Title: Stu: Student Affair Resrch
Enter major course number, course title, or major requirement group being substituted:
Course Number: MEASRES 6205
Subject Area: Course Title/Group Name: Educational Research

Course 2:

Address and email are required.

Does not update your info in Student Center

This is the course you actually took.

This is the course showing as required, that you will not take.

Up to 3 course substitutions can be entered on one request
What to put in a student request

• Two places to write: Request, Justification


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

• Check your Academic Requirements report BEFORE submitting a request.
  – Use terminology from the report in your request
  – RQ (requirement) and LN (line) numbers are needed in some request types. Write them down, especially where the electives are.
  – The number of units (credits) required on a line is 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. This should not be necessary
    • All credits above the minimum will be in a section titled Additional Units Requirement.
What NOT to put 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 66 hour program.”
  - The courses that are being taken above the minimum must be specified. Otherwise, there would be no way to satisfy the 66 hours!!
  - It is no longer necessary to increase the total required hours for graduate assistantship eligibility.
- Substituting for a “required” course that is on a departmental worksheet but is NOT on the Academic Requirements report.
  - If it’s not an option on the Academic Requirements, then I don’t know where to put the substitution!
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.

• A request for electives or substitutions approved by the department is generally processed, unless it violates some policy or you are requesting too many courses to apply to electives (or you aren’t registered for the course!)
After you click “Submit”

Submit → Advisor → Graduate Coordinator → Associate Dean, Grad College

Approved

All types except F, M, N, P

Processing Note on Student Request

Policy violation not caught previously, or type F, M, N, P request that is incorrect and can’t be processed.

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

- You get email notification at each step
  - Submission
  - When the advisor acts
  - When the graduate coordinator acts (“Final action” for types F, M, N, P). *These types bypass Assoc. Dean if graduate coordinator approves. Registrar will contact Assoc. Dean if questions.*
  - 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”.
    - If Processed, check your Academic Requirements report to see the result.

- 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.
Problems on your report?

• A course should be plotting automatically but isn’t.
  – Check: Courses with an RC or I will not plot where they belong because they do not have a final grade. If it applied to the degree before it had the I or RC, it will apply again once there is a final grade.
  – If there is a course with a final grade that shows as a requirement in the report, but isn’t plotting there, contact Shoshanna Coon. Errors in the logic of the advisement report will be fixed without a student request.
As you near the end...

• Paperwork to do
• Deadlines
• Commencement
Paperwork to the Graduate College
(available at www.grad.uni.edu/thesis-dissertation)

• Dissertation Committee Appointment Form
  – Early on in the dissertation process
  – Minimum 4 members (some programs may require 5)
  – All members must be UNI Graduate Faculty
  – One member must be from outside the department/ISA (some programs may require to be from outside COE)
  – Form requires approval by Chair (& co-chair if applicable), Dept Head, & COE Dean before submission to Grad College for Grad Dean’s signature.
  – If change needed later, use Dissertation Committee Change Form

• Dissertation Approval Form (Various signatures needed, often signed at the defense along with signature pages, submitted when submitting Dissertation)

• Dissertation Submission Form (submitted when submitting Dissertation)

• Other forms (library electronic availability agreement, Survey of Earned Doctorates, etc.) are discussed during Preview meeting.
Deadlines

• Departmental deadlines for dissertation proposal, comps, etc.

• At the beginning of the term you plan to complete and submit your dissertation, let your ISA coordinator know that.

• Dissertation should go to committee at least 2-3 weeks before defense.

• Grad College/University deadlines (see www.grad.uni.edu/important-dates)
  – Preview Meeting (required, either in person or by email)
  – Final defended, approved dissertation submission (deadline is 6 weeks before the end of the term to be eligible for degree conferral that term)
  – Application for graduation, REQUIRED to have degree conferred—see next page
    • To avoid late application fee: Nov 10 for Fall, April 1 for Spring, July 1 for Summer
    • Final deadline is the end of the term (end of Finals week for Fall and Spring, end of July term for Summer)
  – All student requests approved and processed by last day of classes, in order to participate in commencement.
Applying for Graduation

1. Log in to MyUNIverse, and click on Go to My Student Center

2. In the Academics section, select Apply for Graduation in the Other Academics dropdown list and click the Go icon.

3. Choose the term your degree requirements will be completed, click Continue.

4. The Submit an Application for Graduation page displays your programs. Click the Apply for Graduation link next to the active academic program you intend to graduate under.

5. Review your application. If correct, click Submit Application. Get confirmation screen.

6. Check status anytime using My Academics link (circled above).
Commencement and Graduation Checklist

- See Registrar’s graduation/commencement website at [www.uni.edu/registrar/graduation-and-commencement](http://www.uni.edu/registrar/graduation-and-commencement)
- Doc students must be completely done in order to be hooded at commencement!
- Submit Commencement Reply Form in MyUNIverse by April 1 (Spring) or November 10 (Fall)
- Order regalia (cap, gown, hood, tassel)—see deadline on Registrar’s site (link above)
Questions?

- First contact your advisor or ISA coordinator
- For additional questions, email the Interim Associate Dean of the Graduate College at Barbara.cutter@uni.edu
  - Be sure to include your student number if you have questions about your Academic Requirements report or your records.