Dear Graduate Student,

The Deans and staff of the Graduate College are key campus resources to assist you throughout your graduate career. We are here to connect you to success from the time you are a prospective student until you have earned your degree.

The Graduate Student Handbook is a guide to connect you to resources at UNI and inform you of select academic policies. Although we work closely with your faculty and departmental staff, we are always available to help you navigate your graduate education through face-to-face meetings.

Through your graduate career at the University of Northern Iowa, you will receive dynamic, stimulating, and high-impact learning experiences. Over 85% of UNI graduates from 2017-2018 reported involvement in at least one engaged learning experience, such as completing original research, creative work, or a professional internship. We encourage you to take advantage of these opportunities. During your tenure at UNI, you will be challenged and supported as you achieve your personal and professional goals. Ultimately, you, like so many other UNI graduate students, will make great contributions to the public good and our communities.

The Graduate College is here to serve you, and to connect you to success. We look forward to serving you. Please stop by Lang 110 to say hello.

We look forward to watching you thrive, professionally and personally, during your graduate career at UNI,

Jennifer J. Waldron, Ph.D.
Dean of the Graduate College

Gabriela Olivares, Ph.D.
Associate Dean of the Graduate College

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1 Taken from University of Northern Iowa Graduate Program Survey 2017-2018 (https://ir.uni.edu/sites/default/files/graduate_program_survey--2017_to_2018--final.pdf) (N = 238 respondents)
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UNI Graduate College

Office Location: 110 Lang Hall | Office Phone: 319-273-2748 | gradcollege@uni.edu
8:00am- 4:30pm Monday-Friday

The Graduate College provides resources and guidance to graduate students from being a prospective student through graduation. The Graduate College oversees and implements graduate policies and procedures. Graduate education is also about being part of a community so we encourage you to take part in the many activities and professional development opportunities that are offered throughout the year.

Graduate College Website
Visit the Graduate College website for detailed information on a variety of topics:
- Graduate Programs and Degrees
- Graduate Admission
- Graduate College Assistantships and Graduate College Tuition Scholarships
- Graduate College Policies and Procedures
- University Policies
- Graduate Student Symposium
- Thesis & Dissertation Information
- Calendar of Events and Deadlines
- UNI Grad Student News, Quarterly Online Newsletter

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Graduate Education at UNI

Admissions

UNI offers over 50 outstanding graduate programs leading to degrees in business, education, the natural sciences, humanities, arts, and the social and behavioral sciences. Some programs are offered at a distance, others are available residentially, and some are blended instruction. Whatever your mode of study, you will be working with our graduate faculty, who have been recognized nationally and internationally.

Doctor of Education (Ed.D.)
- Allied Health, Recreation & Community Services Intensive Study Area
- Curriculum and Instruction Intensive Study Area
- Educational Leadership/Special Education Director Intensive Study Area

Specialist in Education (Ed.S.)
- School Psychology

Master of Arts (MA)
- Art Education
- Communication Studies
  - Communication Education
  - General Communication
  - Mass Communication
  - Organizational Communication
  - Organizational Communication-Human Resources
  - Performance Studies
  - Public Relations
- Counseling
  - Clinical Mental Health
  - School
- English
  - Creative Writing Emphasis
  - English Studies Emphasis
  - Literature Emphasis
  - Teaching English in Secondary Schools Emphasis
- Geography
- Health Education
- History
  - Public History Emphasis

Institutional Technology

Kinesiology
- Kinesiology and Sport Performance Emphasis
- Physical Education: Pedagogy Emphasis

Leisure, Youth and Human Services

Mathematics
- Community College Teaching Emphasis
- Mathematics for the Middle Grades Emphasis
- Non-Teaching Emphasis
- Secondary Teaching Emphasis

Music

Philanthropy and Nonprofit Development

Postsecondary Education: Student Affairs

Psychology
- Clinical
- Social

School Library Studies

Science Education

Social Science

Speech-Language Pathology

Teacher Leadership for International Educators

Teaching English to Speakers of Other Languages

Teaching English to Speakers of Other Languages/ Spanish

Women’s and Gender Studies

Master of Science (MS)
- Biology
- Technology

Master of Accounting (MAcc)

Master of Arts in Education (MAE)
- Early Childhood Education
- Educational Psychology: Context & Techniques of Assessment
- Educational Psychology: Professional Development for Teachers
- Elementary Education
- Literacy Education
- Principalship
- Special Education
  - Consultant Emphasis
  - Field Specialization Emphasis
  - Special Education Consultant
  - Transition Programming for College and Careers Emphasis

Master of Athletic Training (MATR)

Master of Business Administration (MBA)

Master of Music (MM)
- Composition of Music
- Conducting
- Jazz Pedagogy
- Music Education
- Music History
- Performance
- Piano Performance & Pedagogy

Master of Public Policy (MPP)

Master of Social Work (MSW)

Professional Science Master (PSM)
- Industrial Mathematics

Continuing and Distance Education

Continuing and Distance Education expands access to high-quality educational opportunities available through a variety of methods, technologies and exemplary support services. It provides leadership in the planning, promotion, support and administration of credit courses and programs that fall outside “traditional” on-campus coursework. Offerings are delivered online, via interactive video, at off-campus locations, or through a blended approach.
Registrar’s Office
Visit the Registrar’s Office website for detailed information and guidance on a variety of topics including:
- Tuition and Fees
- Residency Requirements
- Registering for Classes
- Graduation and Commencement
- Transcript Requests

The Annual Graduate Student Symposium
https://grad.uni.edu/graduate-student-symposium
The Symposium is the signature event of the Graduate College which is scheduled in the spring. The Symposium provides the opportunity for graduate students to present their research projects and perform their creative works to the campus community. This allows students to gain experience presenting and performing at a conference. The Symposium is also a great way to gain feedback about your presentation or performance from graduate faculty judges.
Health, Safety & Support at UNI
For an Emergency call 911
For UNI Police call 319-273-2710

Bias Reporting Team  
https://diversity.uni.edu/bias-response-team
Bias-related incidents can contribute to an unsafe environment and have a negative effect on an individual, a group, and the campus community; therefore, the University maintains a Bias Reporting Team (BRT). A bias-related incident is any word or action directed toward an individual or group based upon actual or perceived identity characteristics or background of a group or person that is harmful or hurtful. Examples of identity characteristics or background include age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, veteran status, or other bases protected by federal or state law or university policy.

Center for Violence Prevention  
https://cvp.uni.edu/
The mission of the Center for Violence Prevention (CVP) is to build the capacity of institutions of higher education, K-12 schools, victim service agencies, law enforcement and the criminal justice system to systematically implement best practice violence prevention and evaluation strategies in collaboration with state, family and community partners.

Counseling Center  
https://counseling.uni.edu/
The UNI Counseling Center promotes the personal development and psychological well-being of all students and encourages a college environment that is conducive to growth and learning. Counseling services are free to all UNI students who are enrolled and have paid the Mandatory Health Fee. The following is contact information for services:
- Call 319-273-2676 for an Initial Assessment appointment.
- For urgent situations outside of office hours, call the Counseling Center at 319-273-2676 and press 2 to speak to a crisis counselor.
- Text "Hello" to the Crisis Text Line at 741741.
- Visit http://www.ulifeline.org/uni/ to access a mental health screening tool, information about mental health and other issues geared towards you, and resources for learning more and getting help.

Department of Public Safety  
https://publicsafety.uni.edu/
The Department of Public Safety website provides information regarding crime prevention, personal and property protection, safety escort services, emergency procedures, and parking. The Department of Public Safety has sworn police officers who are on duty 24-hours a day seven days a week. Parking Division information can also be found on their website.

Discrimination, Harassment, and Sexual Misconduct  
https://policies.uni.edu/1302
Diversity

Mission: At the University of Northern Iowa, our mission is to create and maintain an inclusive educational environment which prepares students to thrive in a diverse, global environment. According to UNT's Diversity website, “Diversity describes the rich differences that people bring to the University of Northern Iowa community. It can refer broadly to culture, identity and ideology, or more specifically to age, gender, race, ethnicity, sexual orientation, religion, ability, gender identity, socioeconomic status, political affiliation, marital status, national origin, or veteran status. Diversity is a dynamic concept, shaped by history, and changing as our understanding of the world and its people evolves.” The following are campus diversity resources:

- Diversity Matters
- International Students and Scholars Office
- Office of International Admissions
- Student Organizations such as Ethnic & Cultural Organizations, Language Organizations, Religion & Spirituality Organizations, and Political & Activism Organizations

Office of Compliance and Equity Management

https://equity.uni.edu/

This office has oversight for all equity and affirmative action issues involving compliance with federal and state laws, as well as Board of Regents and University policies dealing with civil rights issues. Additionally, the Office of Compliance and Equity Management works closely with all departments to ensure the University implements a dynamic recruitment strategy for those affected classes underrepresented in the current workforce.

Office of Diversity, Inclusion, and Social Justice

- Center for Multicultural Education
- Gender and Sexuality Services
- Military and Veteran Student Services

Student Accessibility Services

https://sas.uni.edu/

Student Accessibility Services (SAS) views disabilities as an integral part of the rich diversity at the University of Northern Iowa. To that end, we work collaboratively with students, faculty, and staff to create an accessible educational environment for students.

- Assistive Technology
- Classroom Accommodations
- Exam Accommodations
- Other Accommodations and Services

Student Health Clinic

https://health.uni.edu/

The Student Health Clinic functions as a general medical clinic and provides evaluation and treatment for a wide variety of health concerns. Routine health exams, illness or injury evaluations, mental health services, and coordination of care for chronic medical issues are a few of the services offered. If you are a registered UNI student taking five or more hours per semester you qualify for their services.

Student Wellness Services

https://studentwellness.uni.edu/

Student Wellness Services supports the journey toward optimal health and well-being through holistic health promotion and education to enhance student success. The office coordinates program initiatives, provides information and referral, raises awareness and influences a culture of care at UNI.
Getting Started at UNI

Campus Map
http://uni.edu/campusmap/

CatID
https://it.uni.edu/kb/8268
Your CatID consists of your username and passphrase (password). You create your CatID when you complete your application for admission. Your CatID is used to log into eLearning, MyUNIverse, and your UNI e-mail account. The system will prompt you to change your passphrase yearly.

Dining on Campus
https://dor.uni.edu/
UNI is proud to offer a vast selection of dining outlets featuring quality food, variety, convenience, and flexibility. With two dining centers, three convenience stores, two cafes, a coffee shop, and food court conveniently situated throughout campus, there’s sure to be something to satisfy all. UNI Dining offers a selection of meal plans to fit the needs of our student population. Visit our website to map out your first and next meal on campus and find out why we were named the #1 college food in Iowa!

- The Dining Centers
  - Piazza (Redeker Center)
  - Rialto (Towers Center)
- 23rd Street Market (Commons)
- Biscotti’s (Redeker Center)
- Book Bistro (Rod Library)
- Chats (Maucker Union)
- Essentials (Maucker Union)
- Maucker Union Food Court (Maucker Union)
- Schindigs (Schindler Education Center)

Daily Menus
Dining Hours
Dietary Accommodations

eLearning
https://elearning.uni.edu/about-uni-elearning
UNI eLearning is the name given to UNI’s centrally supported Learning Management System (LMS). UNI eLearning is a web-based interface for developing a customized learning environment that supports traditional, hybrid, and distance learning courses. UNI eLearning provides restricted access to pre-made course tools for managing a course syllabus, calendar, email, chat, discussions, course content, assessment, and grading. UNI eLearning allows easy creation of and access to online courses with an Internet connection and standard web browser. No special client-side software is necessary.

Health Requirement Form-Mandatory
https://health.uni.edu/requirements
New graduate students need to provide their completed Mandatory Health Requirement Form to the Student Health Clinic. If a student is not in compliance by the designated date, which is the tenth day of the first term enrolled at UNI, a $30 fee will be assessed and a hold will be placed on the student’s account preventing them from registering for any following semesters. If you attended UNI for your undergraduate program you should have already provided this information.
Housing: On Campus
Enjoy the convenience of living on campus! The Department of Residence offers a variety of accommodations to meet the needs of our graduate students. The following are options for graduate students:

- Lawther Hall
- Panther Village
- ROTH Complex

Housing: Off Campus
There are a variety of locations for students to live off campus in the Cedar Falls and Waterloo area. The Waterloo-Cedar Falls Courier, the daily local newspaper, includes advertisements for housing rentals. The following are housing resources in the Waterloo-Cedar Falls area:

- Apartment Finder - Cedar Falls
- Cedar Valley Homes
- Zillow
- Apartments.com

MyUNIverse and Student Center
MyUNIverse is a personalized web portal that UNI students, faculty, and staff use to access and update their personal records. Your Student Center in MyUNIverse is your academic management tool. This includes registration, billing and financial aid, academic progress report (degree audit), and much more. Login to MyUNIverse with your CatID to view your personal records and access administrative systems.

- MyUNI Mobile App

New Graduate Student Orientation
The UNI Graduate College holds an orientation every year at the start of the fall semester for new graduate students enrolled in on campus programs. Orientation for Distance Education students is through the Office of Continuing and Distance Education. For more information regarding Orientation for Distance Education visit the Office of Continuing and Distance Education website at https://continuingedu.universityofnortherniowa.edu/distance.

Panther Shuttle
The Panther Shuttle is the free on campus bus service for UNI students and staff that operates during the academic school year Monday through Friday. Check here for bus schedule and route.

Parking
If you will have a vehicle on campus, you can learn about vehicle registration, parking policies, and parking facilities from the Department of Public Safety.
Paying Your University Bill (U-Bill)

Your U-Bill shows tuition costs, service fees, and other fees related to your education. You can choose to pay each semester in full by the first due date or sign up for a deferred payment plan. For detailed U-Bill information review the following YouTube Tutorials:

- Introduction to the U-Bill for New Students and Parents
- How to Grant Third Party Access
- How to View the U-Bill
- How to Access the Account Activity
- How to Pay the U-Bill by E-Check
- How to Enroll in a Payment Plan
- How to Sign Up for Direct Deposit for Student Refunds
- How to Set Up Direct Deposit for Parent Plus Loans
- How to Grant Permission for Federal Aid to Automatically Pay Miscellaneous Charges
- How to Access the 1098-T Tax Form

UNI Email Account

All students, faculty, and staff are provided with an email account hosted by Google Apps for Education. All University communications are sent to your UNI email address so it is important that you check it often. You will be sent your e-mail account information via the e-mail you provided when you applied for admission.

UNI ID Card

Your UNI ID card is used across campus for identification and validating privilege use at the dining centers, library, athletic and performance events, the Wellness Recreation Center and for electronic access into the residence halls. Initial ID cards are provided at no cost. Replacements are available for a $30 fee. You can get your ID card at the Department of Residence which is located in the Redeker Center.
Graduate Student Services & Resources

A-Z Alphabetical Index to UNI Website
https://uni.edu/resources/a-z-index

Academics
- Academic Calendar
- Academic Catalog

Career Services
https://careerservices.uni.edu/
Career Services focuses on connecting students with opportunities to prepare them for the world of work. Career Services also hosts job and internship fairs throughout the academic year. The UNI Job Board posts on and off campus employment opportunities.
- Job & Internship Fairs
- UNI Job Board

Copyworks
http://www.copyworks.com/companyinfo/locations/cedar-falls.html
Copyworks is located on College Hill and offers services such as: colored printing, copying, graphic design, banners, bindery, laminating and signs. Copyworks is not affiliated with the university.

Examination Services
https://unialc.uni.edu/examination-services
The University of Northern Iowa’s (UNI) Examination Services supports the mission of the university by offering credit by examination, certification examinations, most major national college and professional school entrance exams, and proctoring services. Currently-enrolled UNI undergraduate and graduate students, non-UNI students, and non-students are eligible to utilize our services. Our office places high priority on providing quality services to individuals taking exams at our testing center. All examinations are provided in a secure and convenient testing environment. Exams are administered by trained, certified professionals in accordance with testing companies’ guidelines and the National College Testing Association (NCTA) Professional Standards and Guidelines. To access a listing of exams offered, click on “Test Information” in the drop down menu at the top of the page.

Information Technology Services (ITS)
https://it.uni.edu/
Visit ITS online, by phone (319-273-5555), in person (Innovative Teaching and Technology Center Room 36) or by chatting on their website for answers to all of your technology questions. ITS has information to support you with your CatID, email, eLearning and more. ITS also provides technology help at the Service Hub. Free online software training is also provided by Lynda.com. Panther Print Stations have been set up around campus for students to allow mobile printing when you do not have time to get to a computer lab.
Office of International Programs
The Office of International Programs (OIP) promotes international education, development, programming and collaboration among faculty and staff at UNI and helps students to thrive in a diverse global environment. OIP also serves to enhance the experience of international students on UNI’s campus by assisting them to succeed in their academic goals and social adjustment to campus.

- Culture and Intensive English Program
- International Students and Scholars Office
- Study Abroad

Office of Research & Sponsored Programs
The mission of the Office of Research & Sponsored Programs (RSP) is to advance and support creative activity and scholarly research by working to promote awareness of the intellectual life of the UNI community; encourage internal and external collaboration; support efforts to secure and administer sponsored funding; and ensure compliance with sponsored funding and research regulation, policies, and procedures. RSP offers:

- Trainings, resources, and events related to ethics, scholarship, and grants
- IRB training is required for graduate and undergraduate students before conducting their own research within their programs.

Professional Development
The Graduate College strives to help graduate students develop professionally throughout their experience at UNI. Examples of past workshops that have been held include “Resume Writing for Graduate Students,” “Preparing Posters for Conference Presentations,” and “Preparing Oral Presentations for Conferences.” Students should watch their UNI email for announcements regarding upcoming workshops or visit the Graduate College Website.

Rod Library
Rod Library offers resources for the entire campus including 200+ databases to use for research and an extensive selection of research articles. Resources include:

- Graduate Student Guide to Rod Library
- Liaison Librarians & Collection Strategists
- UNI ScholarWorks
- Fine & Performing Arts Collection
- Museum
- Reserving a Room in the Library
- ScholarSpace
- Video Collection
The Learning Center @ Rod Library
https://tlc.uni.edu/

The Learning Center (TLC) offers tutoring services to University of Northern Iowa (UNI) undergraduate and graduate students at all levels of preparation and achievement. Staff and trained, certified peers deliver quality services in an accessible, supportive environment to help students become more independent, effective, and confident learners. Tutoring is available for math, science, writing, and general study skills and can be accessed via walk-ins or appointments (see tlc.uni.edu for walk-in hours and appointment times).

Students may also utilize TLC resources for:

- Breaking writer’s block and getting class assignments, personal statements, and other projects started
- Identifying problems with focus, development, organization, clarity, and grammar
- Effective planning, revising, editing, and proofreading strategies
- Calculator lending program
- Test-taking preparation and study skills
- Effective time management strategies

The Learning Center also offers faculty consultation and workshops for specific courses and groups, subject to staff availability. Visit the website and click the “Courses and Workshops” link for workshop information and registration. UNI CAT ID is required. All Learning Center services are free to all currently-enrolled UNI students.

UNI Bookstore
https://unibookstore.com/default.asp?

Textbooks may be purchased at the UNI Bookstore or on their website. The UNI Bookstore also offers an assortment of UNI apparel and merchandise, college supplies, and more.
Financial Aid & Scholarships at UNI

Awards & Funding Opportunities  
https://www.grad.uni.edu/awards-funding-opportunities

Financial Aid & Scholarships  
https://finaid.uni.edu/financing-graduate-school
Attending college is one of the biggest investments you will make during your lifetime. UNI is committed to providing the finest education attainable at the lowest cost possible. The Office of Student Financial Aid and Scholarships prides itself on assisting individuals in understanding the financial aid process. Remember to fill out the Free Application for Federal Student Aid (FAFSA) which is available for completion on October 1st at https://fafsa.ed.gov. Be sure to check with your academic program for scholarship opportunities.

Graduate Assistantships & Graduate College Tuition Scholarships  
https://grad.uni.edu/assistantships
Graduate Assistantships and/or Graduate College Tuition Scholarships are available to qualified full-time students who are working toward a graduate degree at UNI. Graduate Assistantship positions are offered at full-time (20 hours per week) or at half-time (10 hours per week) and paid a monthly salary for services rendered. Graduate College Tuition Scholarships are offered at half tuition scholarships or full tuition scholarships and are applied to a student’s u-bill.
Involvement on UNI Campus

Arts & Athletics
Students receive a Panther Pass, which is supported by the Mandatory Student Services Fee for on-campus students. The Panther Pass provides free admission for students to most UNI athletic, music and theater events and reduced ticket prices to events at the Gallagher-Bluedorn Performing Arts Center.

- Panther Athletics
- Gallagher Bluedorn Performing Arts Center
  - Gallagher Bluedorn provides all UNI students two free tickets each semester. Students have the choice to use these two free tickets for a show or concert http://www.gbpac.com/tickets/uni-students.aspx
- Gallery of Art
- Interpreters Theatre
- Strayer-Wood Theatre
- School of Music

Northern Iowa Student Government (NISG) https://nisg.uni.edu/
The Northern Iowa Student Government (NISG) represents the student body in university and non-university matters and promotes activities that are in the best interest of the student body. NISG also promotes student involvement in the governmental process by addressing issues that affect students such as tuition, financial aid, educational quality, and student rights.

Student Life & Event Services https://studentlife.uni.edu/
The Office of Student Life encourages all students to engage and become active in at least one of the 250+ student organizations UNI has to offer. View the following resources:

- Student Organizations
- Campus Activities Board
- Volunteer Center of Cedar Valley
- Maucker Union Events

Wellness and Recreation Services https://recreation.uni.edu/
The Wellness and Recreation Center (WRC) is a state-of-the-art facility housing Wellness and Recreation Services. The facility includes two pools, a climbing wall, a multi-purpose gymnasium, a fitness area, a free-weight room and more! Currently enrolled students have free access to these facilities. Spouses and dependent children of current full-time students can use the WRC facilities during designated family times at no extra charge. UNI has a separate multipurpose gym on campus located in Maucker Union called the Health Beat. The Health Beat offers a fitness area, machines and weights. Wellness and Recreation Services include the following:

- Recreation Services
  - Recreation services offers intramural sports, outdoor recreation opportunities, sport clubs, personal trainers and fitness classes.
- The Health Beat
Cedar Valley Community

Cedar Falls Community
For an overview of things to do in Cedar Falls check out these sites:

- Cedar Falls Tourism & Visitors Bureau
- Greater Cedar Valley Alliance & Chamber
- Cedar Falls Main Street
  - Cedar Falls Main Street offers shops, restaurants, bars and various events such as holiday events, a farmer’s market, and community activities
- College Hill
  - College Hill offers a wide range of amenities including restaurants, bars, coffee shops, bakeries, hot yoga, shopping and even a seasonal Farmers’ Market.
- Outdoor Recreation
  - Parks
  - Water trails, walking trails and biking trails
- Hearst Center for the Arts

Cedar Falls Community School District
- http://www.cfschools.org/

Waterloo Community
For an overview of things to do in Waterloo check out these sites:

- Waterloo Convention & Visitors Center
- Waterloo Main Street
  - Waterloo Main Street offers restaurants, bars, shops and public entities such as museums, recreation centers and sports facilities.
- Museums & Exhibits

Waterloo Community School District
- http://www.waterlooschools.org/
Graduation & Beyond

Alumni Association  
https://unialum.org/

The UNI Alumni Association facilitates communications and outreach activities with alumni, students and friends of UNI. The UNI Alumni Association’s vision is to strengthen relationships with alumni, students and the University through lifelong connections. Membership in the Alumni Association is FREE! Visit their website to learn about the Association events, programs and services including the seven Alumni Clubs for the following locations:

- Cedar Rapids- Iowa City Corridor Alumni Club
- Central Iowa Alumni Club
- Chicago Alumni Club
- Denver Alumni Club
- Kansas City Alumni Club
- Omaha- Council Bluffs Alumni Club
- Twin Cities Alumni Club

Career Resources are available to alumni and current students including FREE TalentMarks webinars. TalentMarks are monthly webinars with topics ranging from networking to finding a job and even planning for retirement. Review the upcoming webinars and the Webinars Library at https://alumnicareerservices.org/uni/Events.aspx#tabs1 . Register by clicking on “New User” or “Returning User” in the right hand corner of the page.

- Membership
- Alumni Clubs

Registrar’s Office- Graduation and Commencement  
https://registrar.uni.edu/graduation-and-commencement

Graduating students must apply for graduation and also respond to the Commencement Reply. The deadline to graduate in the Fall is November 10th, the deadline to graduate in the Spring is April 1st, and the deadline to graduate in the Summer is July 1st.

- Commencement Ceremony Information
- Completing the Graduation Application
- Fall Graduation
- Graduation Fair
- Spring Graduation
- Summer Graduation
Select Academic Policies & Procedures

The Graduate College adheres to the standard policies and procedures of the University at [http://www.uni.edu/policies](http://www.uni.edu/policies). Each student is responsible for adhering to all policies and procedures including:

- 3.01 Student Academic Ethics Policy
- 3.02 Student Code of Conduct
- 12.01 Student Academic Grievance
- 13.02 Discrimination, Harassment, and Sexual Misconduct Policy
- 13.03 Equal Opportunity & Non-Discrimination Statement
- 13.13 Policy on Research Misconduct

For specific information regarding Graduate Education at UNI refer to the UNI Catalog at [https://catalog.uni.edu/generalinformation/graduateinformation/](https://catalog.uni.edu/generalinformation/graduateinformation/).

Academic Performance

**Course 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.

**Grades:** No more than six (6) semester hours of C credit (C+, C, C-) may be applied toward credit for graduation. When C range grades on the advisement report exceed the six hour limit, one or more of such courses must be repeated. Individual departments may identify specific courses within the degree for which a minimum grade of B is required. A course taken to satisfy degree requirements in which a student receives a D+, D, D- F or NC grade will not be considered satisfactory and must be repeated. The original grade for any repeated course will be included in the computation for the Plan GPA, as well as in the overall cumulative GPA.

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

**Probation and Suspension:** Graduate students in degree programs are expected to maintain high academic standards. Probation or suspension status might be required for students who fail to meet expectations either in their coursework or in educational requirements outside of regular courses such as comprehensive exams, thesis/dissertation work, field experiences, practicum, or internships. At the end of each term and when incomplete grades revert to F (Failure) graduate student records are reviewed. Students with unsatisfactory performance are placed on probation or are suspended from graduate degree programs and any graduate enrollment at UNI. Students are evaluated for probation and suspension based on attempted degree hours. Attempted degree hours are any credit hours on the advisement report for which the student receives a mark (A through F, W, I, RC, CR, NC) or for which the term and dates of the course have passed, even if there is no mark.

A student who has attempted at least six semester hours on the advisement report and attained a Plan GPA less than 3.00 will be placed on probation. If the student attempts eight (8) or more hours while on probation without qualifying as a degree candidate (Plan GPA of 3.00), the student is reviewed for suspension from graduate degree programs.

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Students on academic probation will not be permitted to graduate even if all the coursework has been completed. A Plan GPA of 3.0 will not be waived for students on probation/suspension status.

Students placed on academic suspension cannot enroll in non-degree graduate status or take courses at another institution to transfer to the student’s degree, or advance in their program during the semester of academic suspension. It may be permitted for the student to register in undergraduate courses during semester of suspension.

**Graduate Student Requests**

The Student Request System for graduate students is online and available through MyUNIverse under the My Page tab in the Student Center pagelet. To initiate a request click on the Student Request (Grad Stdts) link then follow the instructions to write, submit and review the approval status of the Student Request. Graduate students must file requests via the online system; paper requests are not acceptable and will not be processed by the Graduate College or Registrar’s Office. Please discuss the situation of your request with your advisor and/or graduate coordinator before you submit any Student Request.

There are many Student Request types which are listed below designated by a letter. It’s important that students choose the correct request type. The most commonly used requests that are related to coursework include, F, M and N.

- **A** – Change Registration: Add course or change course credits after the deadline for the current term
- **B** – Change Registration: Add course or change course credits after the end of the term
- **C** – Change Registration: Drop course from current or future term
- **D** – Change Registration: Drop course after the end of the term
- **E** – Change Registration: Change course section after the deadline for the current term
- **F** – Substitute for required course in the degree
- **G** – Exception to Policy: Extension of 7-year time limit for degree completion/Waiver of recency
- **I** – Change Registration: Change course to/from ungraded credit after the deadline
- **J** – Change Registration: Change course to/from audit after the deadline
- **K** – Exception to Policy: Register for an overload
- **L** – Withdrawal from UNI after the deadline with ‘W’ for all courses
- **M** – Declaring electives for the degree
- **N** – Change to Thesis or Non-thesis option (Master’s or Specialist degree)
- **P** – Graduate transfer course credit approval
- **Q** – Request registration in an undergraduate course
- **Z** – Other

Once a student files an online Student Request, it is sent to the student’s advisor and graduate coordinator via email for review and approval. The Associate Dean of the Graduate College then reviews and approves the Student Request. The Office of the Registrar notifies the student via email regarding the progress of their request.

**Recency Deadlines**

Time limits on the completion of a degree, known as the recency deadline, have been established to ensure that a student who earns a UNI degree is current in the discipline at the time of graduation. The allotted time to a Master’s, Specialist or Doctor of Industrial Technology is seven years from the earliest course applied to the degree. The allotted time for the Doctor of Education (Ed.D.) is 10 years.
Thesis and Dissertation Information
Thesis and Dissertation Committee Approval Forms must be submitted electronically as soon as a student determines who will serve on their committee. To access the forms a student logs on with their CAT ID at https://grad.uni.edu/thesis-dissertation-forms. Other forms needed for final thesis and dissertation submission are available as fillable PDF forms on the same webpage.

The Thesis/Dissertation Preview must be completed no later than eight weeks prior to Commencement. The thesis and dissertation final submission deadline is five weeks prior to Commencement. Specific deadlines for each semester are posted on the Graduate College website at https://grad.uni.edu/important-dates.


Completed theses and dissertations may be viewed and downloaded from the UNI Scholarworks website at http://scholarworks.uni.edu/etd/.

The Graduate College does not need to approve non-thesis or non-dissertation projects.

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. Credits earned from other institutions will not satisfy the minimum required number of credits at 200/6000-level course requirement (or 200/6000-300/7000-level requirement for doctoral degrees). The minimum credit hour requirement at 200/6000 level must be met with UNI classes. Credits not needed to meet degree requirements will not be transferred. Transfer credit is not processed for students in non-degree status at UNI. A student pursuing a graduate degree program should discuss plans to transfer credits with the program advisor as soon as possible. Academic departments are not obliged to count toward their degree programs any credit for course work undertaken without specific advice provided by the department. However, PRIOR TO departmental evaluation of the course for use on the UNI graduate degree program, 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 (ten-year for the Ed.D.).

The official transcript and any other documents required upon request are used by the Office of Admissions. Departments must contact the Office of Admissions to obtain information on the result of this process. After a completed course has been ruled eligible the student may submit an online Student Request of Type P 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.