

**University of**   
**Northern Iowa**  
**Graduate College**

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**Graduate Student  
Handbook**

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## UNI Graduate College

Office Location: 110 Lang Hall | Office Phone: 319-273-2748 | [gradcollege@uni.edu](mailto:gradcollege@uni.edu)

The Graduate College provides resources and guidance to graduate students from being a prospective student through graduation. The Graduate College oversees and enforces 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

<https://www.grad.uni.edu/>

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
- Resources for New Graduate Students

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## Graduate Education at UNI

### Admissions

<https://www.grad.uni.edu/programs-and-degrees>

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.)

#### Specialist in Education (Ed.S.)

- School Psychology

#### Master of Arts (MA)

- Art Education
- Communication Studies
- Counseling: Clinical Mental Health
- Counseling: School
- English
- Geography
- Health Education
- History
- Instructional Technology
- Leisure, Youth & Human Services
- Mathematics
- Mathematics for the Middle Grades (4-8)
- Mathematics: Community College Teaching Emphasis
- Mathematics: Secondary Teaching Emphasis
- Music
- Philanthropy & Nonprofit Development

- Physical Education: Kinesiology
- Physical Education: Pedagogy
- Postsecondary Education: Student Affairs
- Psychology: Social, Clinical, & Individualized Study
- School Library Studies
- Science Education
- Social Science
- Speech-Language Pathology
- Teacher Leadership for International Educators
- Teaching English in Secondary Schools
- 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)

- Educational Psychology: Context & Techniques of Assessment
- Educational Psychology: Professional Development for Teachers
- Early Childhood Education
- Elementary Education
- Literacy Education
- Principalsip
- Special Education

#### Master of Athletic Training (MATR)

#### Master of Business Administration (MBA)

#### Master of Music (MM)

- Music Education
- Music Performance

#### Master of Public Policy (MPP)

#### Master of Social Work (MSW)

#### Professional Science Master (PSM)

- Industrial Mathematics

### Continuing and Distance Education

<https://continuinged.uni.edu/distance>

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

<https://registrar.uni.edu/>

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 in a conference like environment. 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://brt.uni.edu/>

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.

#### 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.

#### 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

<https://diversity.uni.edu/>

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 UNI'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:

- Center for Multicultural Education <https://cme.uni.edu/>
- Diversity Matters <https://diversity.uni.edu/>
- Diversity Matters Fund <https://niscg.uni.edu/diversity-matters-fund> & [https://niscg.uni.edu/sites/default/files/diversity\\_matters\\_funding\\_guidelines\\_2014.pdf](https://niscg.uni.edu/sites/default/files/diversity_matters_funding_guidelines_2014.pdf)
- LGBT\* Center <https://lgbt.uni.edu/>
- Office of International Admissions <https://intladm.uni.edu/>
- Disability Services at UNI <https://uni.edu/resources/disability>
- Student Organizations such as Ethnic & Cultural Organizations, Language Organizations, Religion & Spirituality Organizations, and Political & Activism Organizations [https://cgi.access.uni.edu/cgi-bin/student\\_orgs/student\\_orgs.cgi](https://cgi.access.uni.edu/cgi-bin/student_orgs/student_orgs.cgi)
- International Students and Scholars Office <https://isso.uni.edu/>

### Military and Veteran Student Services

<https://military.uni.edu/>

Mission: The role of the Military and Veteran Student Services is to support military members, veterans, and their families at UNI as they transition between military duty, college, and new careers. They are committed to faculty and staff education, on and off campus resources networking, advocacy, and listening to each student to ensure that each military affiliated students' voice is heard and they are empowered to achieve success in class and beyond.

### 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.

### Student Disability Services

<https://sds.uni.edu/>

Student Disability Services provides services and promotes an accessible environment which allows students with disabilities an equal opportunity for participation in educational and other campus activities. Disability etiquette information can also be found on this website.

- Assistive Technology <https://sds.uni.edu/assistive-technology>
- Classroom Accommodations <https://sds.uni.edu/classroom-accommodations>
- Exam Accommodations <https://sds.uni.edu/exam-accommodations>
- Other Accommodations and Services <https://sds.uni.edu/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.

## 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 every 90 days.

### 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)
- 23<sup>rd</sup> 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: <http://ryan-vm.dor.uni.edu/FoodPro.net/>

Dining Hours: <https://dor.uni.edu/dining/dining-hours>

Dietary Accommodations: <https://dor.uni.edu/dining/dietary-accommodations>

### eLearning

<https://elearning.uni.edu/about-uni-elearning>

UNI eLearning is 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. It provides restricted access to pre-made course tools for managing a course syllabus, calendar, email, chat, discussions, course content, assessment, and grading.

### 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

<https://dor.uni.edu/>

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 <https://dor.uni.edu/housing/lawther-hall>
- Panther Village <https://dor.uni.edu/housing/panther-village>
- ROTH Complex <https://dor.uni.edu/housing/roth-apartments>
- Jennings Court Apartments <https://dor.uni.edu/housing/jennings-court-apartments>

### 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:

- <http://wfcourier.com/homes/>
- <http://www.apartmentfinder.com/>
- <https://www.zillow.com/>
- <https://www.apartments.com/>

### MyUNiverse and Student Center

<https://it.uni.edu/services/myuniverse>

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. Assistance can be found at <http://www.uni.edu/sis/content/student-center-help>.

### 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://continuinged.uni.edu/distance>.

### Panther Shuttle

<https://publicsafety.uni.edu/parking-division-panther-shuttle>

The Panther Shuttle is the free on campus bus service for UNI students and staff that operates during the academic school year.

### Parking

<https://publicsafety.uni.edu/parking-division>

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)

<https://obo.uni.edu/student-accounts>

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

<https://it.uni.edu/services/email>

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

<https://dor.uni.edu/idcard/>

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 Alphabetic Index

<https://uni.edu/resources/a-z-index>

### Academic Learning Center

<https://unialc.uni.edu/>

The Academic Learning Center (ALC) offers an accessible, supportive environment for UNI students at all levels of preparation and achievement. Professional educators, advisors, trained student staff, and full-time staff are available to assist students to become more efficient and effective learners. There are no fees for most services. ALC provides services regarding:

- Academic Achievement & Retention Services <https://unialc.uni.edu/academic-achievement-retention-services>
- College Reading and Learning Center <https://unialc.uni.edu/college-reading-learning-center>
- Examination Services <https://unialc.uni.edu/examination-services>
- Math and Science Services <https://unialc.uni.edu/math-science-services>
- Student Support Services <https://unialc.uni.edu/student-support-services>
- Writing Center <https://unialc.uni.edu/writing-center/about-wc>

### Academics

- Academic Calendar <https://catalog.uni.edu/academiccalendar/>
- Academic Catalog <https://catalog.uni.edu/>

### 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 <https://careerservices.uni.edu/events>
- UNI Job Board <https://careerservices.uni.edu/job-board>

### Center for Academic Ethics

<https://ethics.uni.edu/>

Mission: The Center for Academic Ethics is an interdisciplinary initiative devoted to advancing ethics in the academy. The vision is for individuals from many fields to join together to promote integrity and ethical decision-making and behavior through research, education, and professional development. One special emphasis will be on ethical practices in scholarship and research. Another will be on building and maintaining a culture of academic and professional integrity across all areas of science, social work, humanities, education, and business. A few examples of workshops provided include:

- Avoiding Plagiarism
- Social Responsibility in Research and Ethics in Qualitative Research

### 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.

### 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.

- Computer Labs on Campus <https://it.uni.edu/computer-labs>
- Service Hub <https://it.uni.edu/services/service-hub>
- Lynda.com <https://lynda.uni.edu/>
- Panther Print Stations <https://it.uni.edu/kb/Associate-ID-Card> & <https://kookaburra.its-us.uni.edu:9192/user>

### Office of International Programs

<https://internationalprograms.uni.edu/>

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 <https://uni.edu/ciep/>
- International Students and Scholars Office <https://isso.uni.edu/>
- Study Abroad <http://studyabroad.uni.edu/>

### Office of Research & Sponsored Programs

<https://rsp.uni.edu/>

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.

### Rod Library

<https://www.library.uni.edu/>

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

- Fine & Performing Arts Collection <https://www.library.uni.edu/collections/fine-performing-arts>
- Graduate Student Research Guide <https://www.library.uni.edu/research-help/grad-guide>
- Liaison Librarians & Collection Strategists <https://library.uni.edu/info-for/faculty/liaison-librarians-collection-strategists>
- Museum <https://museum.library.uni.edu/>
- Reserving a Room in the Library <https://www.library.uni.edu/rodcast/201410/rod-scheduler-reserve-your-study-room>
- ScholarSpace <https://www.library.uni.edu/spaces/scholarspace>
- UNI ScholarWorks <http://scholarworks.uni.edu/>
- Video Collection <https://www.library.uni.edu/collections/video-collection>

### University of Northern Iowa 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 1<sup>st</sup> 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. 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 <http://www.unipanthers.com/>
- Gallagher Bluedorn Performing Arts Center <http://www.gbpac.com/>
  - 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 <https://art.uni.edu/gallery.html>
- Interpreters Theatre <https://interptheatre.uni.edu/>
- Strayer-Wood Theatre <https://theatre.uni.edu/theatre-uni>
- School of Music <https://music.uni.edu/>

### 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 <https://studentlife.uni.edu/student-organizations-welcome>
- Campus Activities Board <https://studentlife.uni.edu/cab>
- Volunteer Center of Cedar Valley <https://studentlife.uni.edu/student-life/volunteer-center-cedar-valley>
- Maucker Union Events <https://eventschedule.uni.edu/MasterCalendar.aspx>

### 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:

- Student Wellness Services <https://studentwellness.uni.edu/>
- Recreation Services <https://recreation.uni.edu/recreation>
  - Recreation services offers intramural sports, outdoor recreation opportunities, sport clubs, personal trainers and fitness classes.
- The Health Beat [https://recreation.uni.edu/health\\_beat](https://recreation.uni.edu/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 <http://www.cedarfallstourism.org/>
- Greater Cedar Valley Alliance & Chamber <https://www.cedarvalleyalliance.com/>
- Cedar Falls Main Street <http://www.communitymainstreet.org/>
  - Cedar Falls Main Street offers shops, restaurants/bars and various events such as holiday events, a farmer's market, and community activities
- College Hill <http://www.collegehillpartnership.org/>
  - 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 <http://www.cedarfallstourism.org/things-to-do/outdoor-recreation/>
  - Parks <http://www.cedarfallstourism.org/things-to-do/outdoor-recreation/parks/>
  - Water trails, walking trails and biking trails <http://www.cedarfallstourism.org/things-to-do/outdoor-recreation/trails/>
- Hearst Center for the Arts <http://www.cedarfalls.com/160/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 <http://www.travelwaterloo.com/>
- Waterloo Main Street <https://www.mainstreetwaterloo.org/>
  - Waterloo Main Street offers restaurants/bars, shops and public entities such as museums, recreation centers and sports facilities.
- Museums & Exhibits <http://www.travelwaterloo.com/see/museums.aspx>

### Waterloo Community School District

- <http://www.waterlooschools.org/>

## Graduation & Beyond

### Alumni Association

The UNI Alumni Association facilitates communications and outreach activities with alumni, students and friends of UNI. Membership in the Alumni Association is FREE! Visit <https://unialum.org/> 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://alumni-careerservices.org/uni/Events.aspx#tabs1> . Register by clicking on “New User” or “Returning User” in the right hand corner of the page.

- Membership <https://unialum.org/membership>
- Alumni Clubs <https://unialum.org/alumni-clubs>

Registrar’s Office- Graduation and Commencement

<https://registrar.uni.edu/graduation-and-commencement>

## Academic Policies & Procedures

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

3.01 Student Academic Ethics Policy <https://policies.uni.edu/301>

3.02 Student Code of Conduct <https://policies.uni.edu/302>

12.01 Student Academic Grievance [www.uni.edu/policies/1201](http://www.uni.edu/policies/1201)

13.02 Discrimination, Harassment, and Sexual Misconduct Policy [www.uni.edu/policies/1302](http://www.uni.edu/policies/1302)

13.03 Equal Opportunity & Non-Discrimination Statement [www.uni.edu/policies/1303](http://www.uni.edu/policies/1303)

13.13 Policy on Research Misconduct [www.uni.edu/policies/1313](http://www.uni.edu/policies/1313)

For specific information regarding Graduate Education at UNI refer to the UNI Catalog at <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-* For *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 (Effective July 1, 2018):** 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.

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.

### Transfer Credit (Effective July 1, 2018)

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.

### 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.

### 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.

### 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>.

The Graduate College Thesis and Dissertation Manual describes the formatting requirements for preparing a thesis or dissertation. Review at <https://grad.uni.edu/thesis-dissertation>.

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