Summary of Select Graduate Policies      September, 2011      S. Coon

Please note: This document does not replace the UNI Catalog. Please see the relevant sections at http://www.uni.edu/catalog/graduate-curricula

Common Regulations and Requirements for All Graduate Programs

Regulations Affecting Registration

1. Maximum academic load. Semester: 15 hours. 8-week Summer session: 9 hours. Any 4 week summer session: 6 hours. Two-week postsession: 2 hours. Requests for exceptions to these load regulations must be submitted online through MyUNIverse.

2. Level of courses. A course MUST be numbered 5000 or above and be in the GRAD career in order to be graduate credit. No Exceptions. All courses graduate or undergraduate, taken as a graduate student, count in determining the cumulative grade point average, except approved non-graded graduate course work.

3. Continuous registration. Students must be in this after they’ve completed coursework, but are still working on paper, comps, thesis, dissertation, etc. Departments request registration in 629C (Master’s or Ed.S) or 7300 (doctoral) for students. They cannot register for it themselves.

Program of Study Regulations

1. Scholarship. Program (Plan) GPA must be 3.00 or above. No more than 6 hours of C-type grade may be used for the degree. Anything below C- can’t be used to meet requirements. If a graduate student repeats a course, both grades count in the program (Plan) GPA and cumulative GPA, but only one attempt will carry credit! Best grade carries credit if taken within the same degree. First attempt carries credit (if passed) if taken in different degrees.

2. Time Limitation (Recency of Credit). 7 years from the first course applied to the degree. Courses taken more than 7 years prior to graduation may not be used to meet degree requirements (without a waiver of recency). If a student has been away from UNI, a waiver of recency must be obtained prior to resuming work toward the degree.
   • If more than one year past original deadline, may have to take some courses. The longer ago the deadline was, the more courses will have to be taken.
   • Only one extension per student
   • Current graduate students who enter active military service or have an FMLA-type event can request an extension. These things are also taken into account when evaluating waiver of recency from students who want to return, but the age of the courses is also important.
3. Nongraded credit. Max 3 hours of student-opted Cr/NC. Doesn’t count courses that are Cr/NC in the catalog. 6299 must be taken for a grade. An approved student request is needed in order for a course opted for non-graded credit to apply to the degree. 

4. Transfer Credit. Maximum allowed is one-third of the minimum number of hours required by a particular UNI graduate degree program, but doctoral programs may allow a smaller fraction of transfer hours. Transfer courses will not count toward the minimum 6000/7000–level requirement. No exceptions to either of these policies. A Graduate Transfer Evaluation Form must be completed for each course a student wishes to transfer unless the course is from Iowa State University or the University of Iowa—This form is best done BEFORE the course is taken.

Documentation needed: Graduate Transfer Evaluation Form (course evaluated)
   Transcript (student’s actual enrollment evaluated)
   IF course is eligible for transfer: Student request to use the course in a particular way on the UNI degree.

5. Correspondence credit. Correspondence courses (specified as Guided Independent Study at UNI) may not ordinarily be applied toward a graduate degree program. In unusual circumstances a student may request that a maximum of 3 semester hours of 100g/5000-level correspondence/UNI Guided Independent Study credit be applied to a graduate degree program. The online student request must be submitted and approved prior to registering for the course. The combination of transfer credit and correspondence credit cannot exceed one-third of a program of study. There are no exceptions to the maximum of 3 hours of Guided Independent Study/correspondence. Programs should NOT use Guided Independent Study routinely for students’ programs.

6. Workshop credit. No more than 6 credit hours earned in workshop courses, at the University of Northern Iowa or another institution, will be applied toward a graduate degree.

7. Residence. At least two-thirds of the minimum hours required for a particular master, specialist or doctor of education degree program must be taken with members of the UNI graduate faculty. DIT has a more specific requirement.

8. Making Up of Incomplete Work. Instructor sets the time frame for making up the work, within the following limits:
   - For a course taken in Fall, the I lapses to F on June 1 of the next calendar year.
   - For a course taken in Spring or Summer, the I lapses to F on January 1 of the next calendar year.
   - After the lapse to F, department head approval on a grade change form is needed.

Summary of Hour Requirements

Additional hours may be required by departments for individuals on specific programs or special objectives.

<table>
<thead>
<tr>
<th>Minimum graduate hours required</th>
<th>Thesis Master’s</th>
<th>Non-Thesis Master’s</th>
<th>Ed.S.</th>
<th>Ed.D</th>
<th>DIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum hours of credit at UNI</td>
<td>20</td>
<td>20</td>
<td>24</td>
<td>40</td>
<td>52</td>
</tr>
<tr>
<td>Maximum usable hours in transfer and correspondence~ credit combined</td>
<td>10^^</td>
<td>10^^</td>
<td>12</td>
<td>20</td>
<td>12</td>
</tr>
<tr>
<td>Maximum usable hours of correspondence~ credit (requires Graduate College preapproval)</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Maximum usable hours of workshop credit</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Minimum hours required in courses numbered 200/6000 and above at UNI</td>
<td>15#</td>
<td>12##</td>
<td>Depends on Master’s hours</td>
<td>45</td>
<td>38</td>
</tr>
<tr>
<td>Maximum hours of Research that may be applied to the degree</td>
<td>9</td>
<td>3</td>
<td>6 Th</td>
<td>6</td>
<td>12</td>
</tr>
</tbody>
</table>

~correspondence courses at UNI are specified as Guided Independent Study
*Includes 6 to 9 hours for research (xxx:299/6299), depending on the master’s program.
**Includes at least one research paper. Total hours depends on major chosen.
^^Up to one-third of the minimum hours required for the particular degree.
#Includes no more than 6 hours research credit (xxx:299/6299) for thesis. Some departments have a higher minimum.
##In some departments they may include no more than 3 hours of Research (xxx:299/6299).

Graduate Probation and Suspension - Degree Status Students

Students are evaluated for probation and suspension based on attempted hours. Attempted hours are any credit hours for which the student receives a mark (A, B, C, D, F, W, I, RC, CR, NC) or for which the term of the course has passed, even if there is no mark.

9-17 program (Plan) hours attempted and Plan GPA < 3.00 \(\rightarrow\) Probation
18 or more program (Plan) hours attempted and Plan GPA < 3.00 \(\rightarrow\) Suspension
If a student is on Probation and fails to bring program (Plan) GPA up to 3.00 with the next term of enrollment, they will be suspended.
Suspension is for a minimum of one calendar year, unless there is a change in the facts.
Graduate Probation and Suspension - Non Degree Status Student

<table>
<thead>
<tr>
<th>Credits Taken</th>
<th>GPA Ranges</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3 cr taken</td>
<td></td>
<td>No action</td>
</tr>
<tr>
<td>4-6 cr taken</td>
<td>GPA 2.50-2.99</td>
<td>Probation</td>
</tr>
<tr>
<td></td>
<td>GPA &lt; 2.50</td>
<td>Suspension</td>
</tr>
<tr>
<td>7-8 cr taken</td>
<td>GPA 2.90-2.99</td>
<td>Probation</td>
</tr>
<tr>
<td></td>
<td>GPA &lt; 2.90</td>
<td>Suspension</td>
</tr>
<tr>
<td>9+ cr taken</td>
<td>GPA &lt; 3.00</td>
<td>Suspension</td>
</tr>
</tbody>
</table>

Courses applying to more than one degree

• No course may apply to both an undergraduate and a graduate degree. No exceptions. Students should NEVER retake a course that they took as an undergraduate. They can’t get credit again.
• No course may apply to both the first Master’s degree and either the Ed.S. or a doctoral degree. No exceptions. Students should NEVER repeat a course taken for a previous graduate degree.
• A maximum of 8 hours may apply to 2 Master’s degrees (concurrent or sequential)
• A maximum of 6 hours may apply to both a 2nd (or higher) Master’s or Ed.S. and a doctoral degree.
• No course may apply to more than two graduate degrees.
• At least 2/3 of the minimum hours for a degree must be unique to that degree. A maximum of 1/3 of the hours may be a combination of transfer, hours from another degree, and correspondence.

Students returning to finish degree after a break in registration

Degree-seeking students who are not registered for a calendar year will be in Discontinued status. They will not be able to access all of their student center, including the graduation application. Each semester, graduate secretaries should send Pam MacKay a list of students who are not currently registered but are working on finishing their degree, so she can term-activate them.

Special note for Fall 11: Students who did not register for Summer 11 or Fall 11 were Discontinued during conversion. Those who were registered in Spring 11 and have at least 24 graduate hours completed will be term-activated automatically. Graduate secretaries should send Pam MacKay a list of students who were missed (still Discontinued) who may be graduating this semester.

If you have any questions about graduate policy, please email Shoshanna Coon (coon@uni.edu) or call at 319-273-2059