

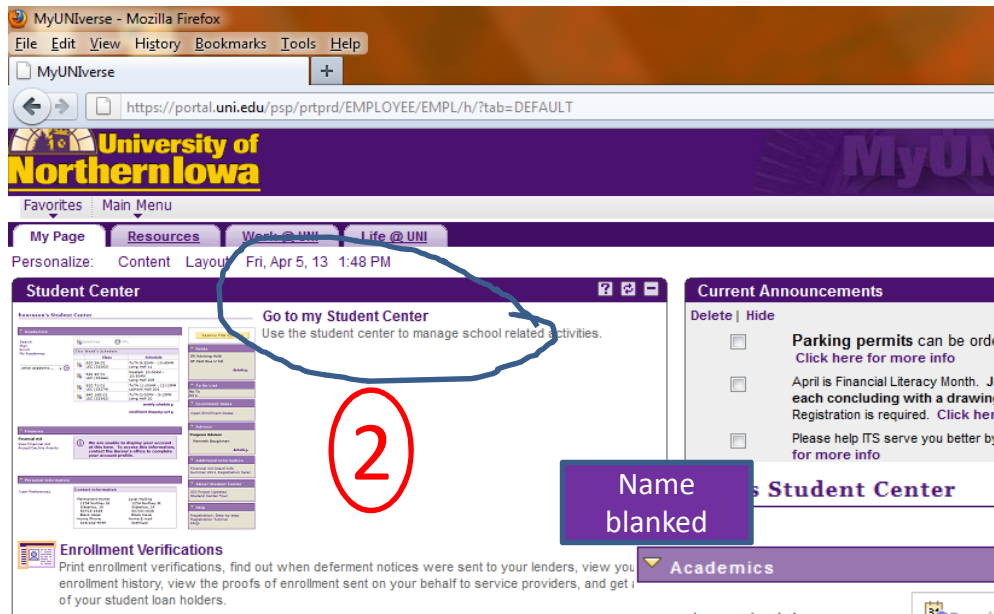
# Academic Requirements Report and Student Requests

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Associate Dean  
Graduate College

# Academic Requirements Report

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

# Students: How to get your Academic Requirements Report



1 Log in to MyUNiverse

Holds don't always have anything to do with registration. Click "details"

SEARCH FOR CLASSES

Academics

My Class Schedule  
Shopping Cart  
My Planner

Academic Requirements >>

Choose from drop down and click >>

Class	Schedule
INSTTECH 5131-01 LEC (30799)	We 7:00PM - 8:30PM Room: TBA
INSTTECH 5153-01 LEC (30820)	Tu 7:00PM - 8:30PM Room: TBA
INSTTECH 6232-60 LEC (36874)	Room: TBA

weekly schedule >

Finances

You have no outstanding charges at this time.

Holds

Graduate Scholarship Hold details >

To Do List

No To Do's.

Enrollment Dates

Enrollment Appointment  
You may begin enrolling for the SPRING 2012 Full Semester session on November 8, 2011. details >

# Academic Advisement Report

Student report says  
My Academic Requirements

University of Northern Iowa | Graduate

This report last generated on 04/08/2013 11:00AM

collapse all

expand all

view report as pdf

✓ Taken ← Transfer ↻ Repeat ↵ Transfer Repeat ◆ In Progress ★ Planned ? What-if

## THE GRADUATE ADVISEMENT REPORT

Please report any questions or concerns to the Office of the Registrar. This evaluation is provided for Advisement. It is not an official record. Federal Law prohibits transmittal to a third party.

ENROLLMENT MUST BE IN A COURSE NUMBER 5000-LEVEL OR ABOVE TO APPLY, REGARDLESS IF THE UNDERGRADUATE COURSE NUMBER (4999 or less) APPEARS.

Courses taken MORE THAN SEVEN YEARS prior to graduation cannot be used to meet degree requirements. (RG-50020)

## COURSES IN PROGRESS

UNGRADED COURSES: INCOMPLETE / IN-PROGRESS / RESEARCH CONTINUED COURSES MUST BE GRADED TO EARN DEGREE. In-Progress courses assume successful completion and will show as satisfied in program requirements. If not successfully completed they will move to Courses Not Used. (RG-50021)

### In-Progress, Incomplete and Research Continued Courses

(RQ-51039, LN-010)

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
EDPSYCH5180	Acad Skills Achievement	4.00	SPRING 2013		◆
POSTSEC6286	Stud Portfolio Developmnt	1.00	SPRING 2013		◆
POSTSEC6289	Sem: Currnt Iss Stu Affair	3.00	SPRING 2013		◆
POSTSEC6291	Internship Postsecondary Ed	3.00	SPRING 2013		◆

View All | First 1-4 of 4 Last

GLOBAL LIMIT UGRD COURSES

GRADUATE GRADE POINT AVERAGE

Undergraduate courses will not apply to a graduate degree. No exceptions.

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

Recency = 7 years to complete the degree.

Undergrad courses will not show here, even if you are currently in them

Cumulative GPA for graduate courses

**▼ COURSES NOT USED BY CURRENT MAJOR (RG-50040)**

Courses taken as a graduate student. Not applied to current major. UNI COURSES THAT CARRY UNDERGRADUATE CREDIT (1000/2000/3000/4000-LEVEL) CANNOT BE APPLIED TO A GRADUATE DEGREE PROGRAM. SUCH COURSES, IF TAKEN AS A GRADUATE STUDENT, WILL COUNT IN THE CUMULATIVE, BUT NOT PLAN, GPA. (RQ-50036)

**▼ GRADUATE-LEVEL COURSES (LN-010)**

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

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
EDPSYCH5180	Acad Skills Achievement	4.00	SPRING 2013		◆
POSTSEC6286	Stu: Student Affair Resrch	3.00	SPRING 2012	A	✔
POSTSEC6286	Stud Portfolio Developmnt	1.00	FALL 2012	A	✔
POSTSEC6286	Stud Portfolio Developmnt	1.00	SPRING 2013		◆
POSTSEC6291	Internship Postsecondary Ed	3.00	SPRING 2013		◆

View All | First 1-5 of 5 Last

Check to see if any current or upcoming semester courses are shown here. Don't forget to click "View All" if there are more than 10.

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

→ This is where the degree requirements begin.

**▼ POST-SECONDARY EDUCATION STUDENT AFFAIRS MAE (2010-present) 170MAE**

**Not Satisfied:** This major is available on the non-thesis option with minimum of 44 units required and the thesis option with 48 units required. A maximum of 3 units of 6299 credit may be applied to the non-thesis option. (RG-50082)

- Units: 44.00 required, 33.00 taken, 11.00 needed

**PROFESSIONAL CORE**

**Not Satisfied:** 6 Units Required. (RQ-50378)

- Units: 6.00 required, 0.00 taken, 6.00 needed

**▼ Educational Research Course**

3 Units Required (LN-010)

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
MEASRES6205	Educational Research	3.00	Fall, Spring, and Summer		

View All | First 1 of 1 Last

← Plan Code = major code +degree type

RG=Requirement Group

RQ=Requirement

LN=Line

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

▶ **Practicum**

▶ **Seminar**

### POST-SECONDARY EDUCATION ELECTIVES

**Satisfied:** 6 Units Required. (RQ-50407)

- Units: 6.00 required, 6.00 taken, 0.00 needed

▼ **Elective Courses**

6 Units Required (LN-010)

- Units: 6.00 required, 6.00 taken, 0.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
FAM SERV5145	Violnce Intimte Relatnshp	3.00	SUMMER 2012	A	01	✓
POSTSEC6291	Internship Postsecondary Ed	3.00	FALL 2012	A		✓

View All | [?](#) First ◀ 1-2 of 2 ▶ Last

▶ **Course Limit**

▶ **Course Limit**

### NON-THESIS REQUIREMENTS

**Not Satisfied:** (RQ-51477)

- Units: 2.00 required, 0.00 taken, 2.00 needed

▼ **Research**

2 Units Required (LN-010)

- Units: 2.00 required, 0.00 taken, 2.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
POSTSEC6299	Research	1.00 - 3.00	Variable		

View All | [?](#) First ◀ 1 of 1 ▶ Last

▶ **Course Limit**

If a course was added by exception (a student request or blanket request), there will be a number here in Notes. You can click on the number to see a description of the exception.

Non-Thesis Milestone. For degrees with both a thesis and a non-thesis option, a default option was specified, because you cannot see all your requirements unless there is a milestone declared.

Old: minimum 200-level hours  
 Now: minimum 6000-level hours  
 Both 200 and 6000-level (and 300/7000-level for doctorals) are counted here.

Verify 6000-Level

Minimum of 30 Units at the 6000-level at UNI (LN 030)

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
POSTSEC6218	Org / Governance Postsec Ed	3.00	FALL 2011	A-	✓
POSTSEC6231	Assesmnt Postsec Educ	3.00	FALL 2012	B	✓
POSTSEC6260	Hist & Phil Higher Ed	3.00	SPRING 2012	A	✓
POSTSEC6264	Intro Student Affairs	3.00	FALL 2011	A-	✓
POSTSEC6266	Admin Of Stdnt Affairs	3.00	FALL 2012	A	✓
POSTSEC6270	College Student Developmnt	3.00	FALL 2011	A	✓
POSTSEC6289	Sem: Currnt Iss Stu Affair	3.00	SPRING 2013		✖
POSTSEC6290	Pract Postsecondary Educ	3.00	SPRING 2012	CR	✓
POSTSEC6290	Pract Postsecondary Educ	3.00	SUMMER 2012	CR	✓
POSTSEC6291	Internship Postsecondary Ed	3.00	FALL 2012	A	✓

View All | First 1-10 of 10 Last

Research Paper

(LN-040)

- Not Satisfied: Dynamic Condition Equal 170MAE NT PC

This terminology indicates a non-course requirement.

Research paper, comprehensive exam, thesis, dissertation, and other non-course requirements—completion will be entered in the milestone.

POST-SECONDARY EDUCATION STUDENT AFFAIRS MAE GPA

Satisfied: IN-PROGRESS COURSES NOT INCLUDED IN GPA UNTIL GRADED (RQ-900050082)

- Units: 0.00 required, 0.00 taken, 0.00 needed

PLAN GPA, UNI

PLAN GPA, TOTAL

PLAN GPA, TOTAL (LN-020)

- Units: 0.00 required, 24.00 taken, 0.00 needed
- GPA: 3.000 required, 3.793 actual

Old: program GPA  
 Now: Plan GPA  
 PLAN GPA, TOTAL includes transfer courses.

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
FAM SERV5145	Violnce Intimte Relatnshp	3.00	SUMMER 2012	A	✓
POSTSEC6218	Org / Governance Postsec Ed	3.00	FALL 2011	A-	✓
POSTSEC6231	Assesmnt Postsec Educ	3.00	FALL 2012	B	✓
POSTSEC6260	Hist & Phil Higher Ed	3.00	SPRING 2012	A	✓
POSTSEC6264	Intro Student Affairs	3.00	FALL 2011	A-	✓
POSTSEC6266	Admin Of Stdnt Affairs	3.00	FALL 2012	A	✓
POSTSEC6270	College Student Developmnt	3.00	FALL 2011	A	✓
POSTSEC6291	Internship Postsecondary Ed	3.00	FALL 2012	A	✓

View All | First 1-8 of 8 Last

# What if I need to make changes on my Academic Requirements Report?

- The template Academic Requirements Report will show the degree requirements in the UNI Catalog.
- Departments may allow substitutions, but if those haven't been put into the catalog, they won't automatically be on the Academic Requirements Report.
- Electives may not automatically apply to the degree. In general, electives require approval by the graduate program.
  - Some departments have authorized wildcards (for example, all 6000-level CHEM courses) or have listed authorized electives in the catalog—those courses will automatically apply.
- If a course should apply to the degree and doesn't do so automatically, you likely need to submit a **student request**.



# Why would I need to submit a student request?

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

# When should I submit a request

- You must be registered for the course in order to submit a request to use it on your degree.
- It's best to submit the request right after you register—that way you remember to do it and you keep your Academic Requirements Report up to date.
- Multiple courses can/should be included in one request!
  - Up to 6 electives can be declared at once. 3 substitutions at once.
  - But don't put substitutions on the Declare Electives request type.
- Requests for exception to policy should be separate from requests to apply courses to the degree.

# When DON'T I need to submit a request?

- If all your courses automatically apply to your degree (on your Academic Requirements Report—don't trust a departmental handout or website)
- If you are changing your registration within the first two weeks of the semester
- If you are pursuing the default option for your degree (thesis or non-thesis)

# Submitting a student request

1 Log in to MyUNiverse

**My Page** **Resources** **Work @ UNI** **Life @ UNI** **Reporting** **Recruiting**

Personalize: Content Layout Mon, Apr 8, 13 7:59 AM

### Student Center

Go to my Student Center  
Use the student center to manage school related activities.

**Enrollment Verifications**  
Print enrollment verifications, find out when deferment notices were sent to your lenders, view your enrollment history, view the proofs of enrollment sent on your behalf to service providers, and get a list of your student loan holders.

**Request a Transcript**  
Ordering information, transcript fees, and processing and payment details.

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

**UNiversity Scholarship App**  
This application allows students to apply for scholarships available in specific majors and other University departments.

2

# Student Academic Request System

Home | E-M

University of Northern Iowa

MyUNiverse

Favorites Main Menu > My Page > Student Request (Grad Stdts)

My Page Resources Work @ UNI Life @ UNI Reporting Recruiting

## Student Academic Request

Welcome Rachel,

Select	Student Request ID	Student Request Type	Classification Type	Submitted Date	Final Action Date
<input type="radio"/>	24404	Z - Other	Graduate	12/8/2011	3/1/2013
<input type="radio"/>	35400	Z - Other	Graduate	10/31/2012	2/20/2013
<input type="radio"/>	51785	F - Substitute for required course in the degree	Graduate	3/6/2013	3/20/2013

3

Create New Request View Request

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

## Student Academic Request

Select the type of request you wish to create:

4

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

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

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

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

- 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 after the deadline for the current 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 for MA or MS degree
- P - Graduate transfer course credit approval
- Q - Request Registration in an Undergraduate Course
- Z - Other

### Special types:

N = Change to Thesis or Non-Thesis option

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

Q = Request Registration in an Undergraduate Course

# Completing a student request-Type M (Declaring Electives)

## Student Academic Request

Request Type: M - Declaring electives for the degree  
 University ID: 444577  
 Name: [REDACTED]  
 Classification: Graduate

### Address

Select which address should be used for this request.

\*  [REDACTED]  
 [REDACTED]  
 Other

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

Used only for this request.

Does not update your info in Student Center

### Major

170MAE - Post-Sec Ed: Student Affairs

### Email Address

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

\* your email

### Request Details

#### Electives:

	Course	Term	Credits to be applied	Apply to RQ #	Apply to LN #
No courses added					

Course Number: FAM SERV 5145 02  
Subject Area Course Number Section Number

Term: SUMMER 2012

Credits to be used: 3

Apply to RQ #: 50407

Apply to LN #: 010

Save Cancel

Click Save to confirm course information. Can put up to 6 electives on one request. Can delete courses from the list before submitting.

Click Submit at the bottom (not shown)

After submitting, check status every few days.

### Request

\* Is this request increasing the total hours required for the degree?  No  Yes

If Yes, enter the revised total required hours:

State clearly what you propose be done

\* I want this course to be one of my electives.

### Justification

State why you believe your request should be granted

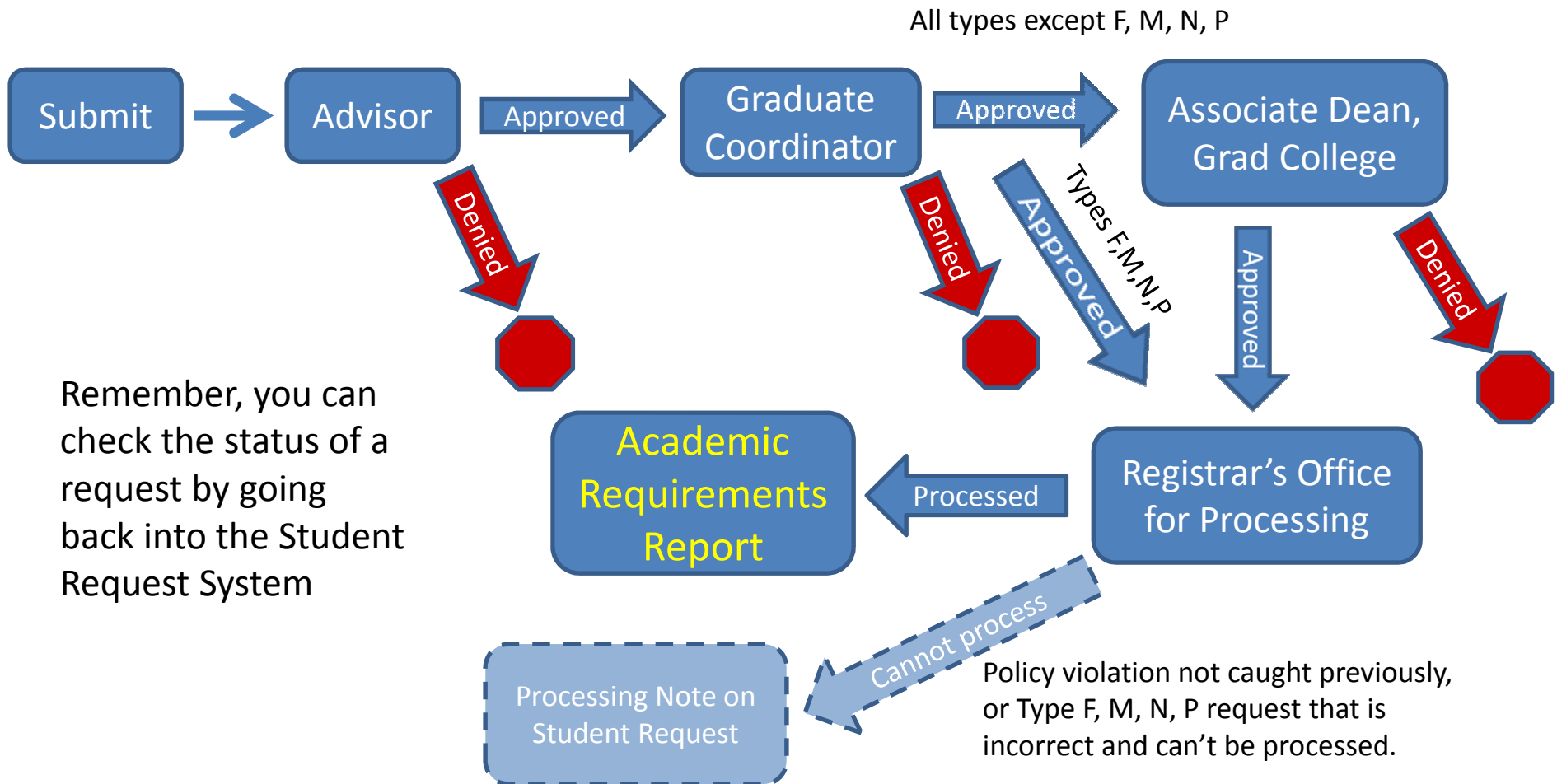
\* This will help me in my career.

No need to be elaborate for most requests.

# Avoiding the “Invalid Course” error

- The first box is for the subject area—maximum 8 alphabetic characters. Spacing matters.
  - Examples: ELEMECML, SPED, POL AMER, LYHS, SW, etc.
- The second box is for the course (catalog) number—always 4 characters, often numbers.
  - This is just to the right of the subject area on your registration and the Academic Requirements report. It doesn’t depend on the section you’re in.
  - Examples: 6285, 6286, 5140, 6299, etc.
- The third box is for the section number—generally 2 characters, but can be up to 4. This is after “–” in your registration. Does not show on the Academic Requirements Report.
  - Examples: 01, 03, 81, 90, 6A, GISW, etc.
  - Finding a section number for course in a past term
    - In your Student Center, look in the Other Academic menu and choose Grades
    - Find the term of the course and view it.
    - Click the course link. The section number is in Class Detail

# After you click “Submit”





# Checking on the status

- You get email notification at each step
  - Submission
  - When the advisor acts
  - When the graduate coordinator acts “Final action” for type F, M, N, P
  - When the Associate Dean acts: “Final action has been taken” (if not denied at advisor or grad coordinator level)
  - When the graduate record analyst processes it, or clicks “Cannot Process”
- You can go into the Student Request System at any time to see the status.
  - You SHOULD go into the student request system to look at the comments at each stage, even if the request was “approved”. The request may not have been approved the way you wrote it.

# What to put in a student request

- Two places to write: Request, Justification
- Request: What you want done. Examples:  
Substitute \_\_\_\_\_ for \_\_\_\_\_. Put \_\_\_\_\_ in my electives.
- Justification: Why you are making this request. Does not have to be elaborate for electives or substitutions suggested by your department.
  - Exceptions to policy require more justification.

# What to put in a request, cont.

- Check your Academic Requirements report BEFORE submitting a request.
  - Use terminology from the report in your request
  - RQ (requirement) and LN (line) numbers are needed in some request types. Write them down, especially where the electives are.
  - The number of units (credits) required on a line are both a minimum and a maximum—additional credits cannot apply there.
  - If you are requesting to increase the hours required to graduate, you must say so.
    - All credits above the minimum will be in a section titled Additional Units Requirement.
    - This is generally not necessary or to your advantage.

# Example for Substitution

Student took POSTSEC 6286 Stu: Student Affairs Research (3 cr Spring 12) with the intent that it will substitute for MEASRES 6205, which is at RQ 50378, LN 010 in this report.

Student selects request Type F-Substitute for a required course in the degree

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

Courses taken as a graduate student. Not applied to current major. UNI COURSES THAT CARRY UNDERGRADUATE CREDIT (1000/2000/3000/4000-LEVEL) CANNOT BE APPLIED TO A GRADUATE DEGREE PROGRAM. SUCH COURSES, IF TAKEN AS A GRADUATE STUDENT, WILL COUNT IN THE CUMULATIVE, BUT NOT PLAN, GPA. (RQ-50036)

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

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

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
EDPSYCH5180	Acad Skills Achievement	4.00	SPRING 2013		◆
POSTSEC6286	Stu: Student Affair Resrch	3.00	SPRING 2012	A	✔
POSTSEC6286	Stud Portfolio Developmnt	1.00	FALL 2012	A	✔
POSTSEC6286	Stud Portfolio Developmnt	1.00	SPRING 2013		◆
POSTSEC6291	Internship Postsecondary Ed	3.00	SPRING 2013		◆

View All | First 1-5 of 5 Last

**POST-SECONDARY EDUCATION STUDENT AFFAIRS MAE (2010-present) 170MAE**

**Not Satisfied:** This major is available on the non-thesis option with minimum of 44 units required and the thesis option with 48 units required. A maximum of 3 units of 6299 credit may be applied to the non-thesis option. (RG-50082)

- Units: 44.00 required, 33.00 taken, 11.00 needed

**PROFESSIONAL CORE**

**Not Satisfied:** 6 Units Required. (RQ-50378)

- Units: 6.00 required, 0.00 taken, 6.00 needed

**Educational Research Course**

3 Units Required (LN-010)

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
MEASRES6205	Educational Research	3.00	Fall, Spring, and Summer		

View All | First 1 of 1 Last

## Example of Substitution Request (Type F) Continued

### Student Academic Request

Request Type: F - Substitute for required course in the degree  
University ID: 444577  
Name: [REDACTED]  
Classification: Graduate

#### Address

Select which address should be used for this request.

- [REDACTED]  
 [REDACTED]  
 Other

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

#### Major

170MAE - Post-Sec Ed: Student Affairs

#### Email Address

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

\*

#### Request Details

Course Information  
(up to 3 courses)

##### Course 1:

Enter the course number and/or title to be used as a substitute for major course:

Course Number:  :  Course Title:

Subject Area Course Number

Enter major course number, course title, or major requirement group being substituted:

Course Number:  :  Course Title/Group Name:

Subject Area Course Number

##### Course 2:

# What NOT to write in a request

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

# Problems on your report?

- A course should be plotting automatically but isn't.
  - Check: Courses with an RC or I may plot automatically once the final grade is posted. If it used to apply to the degree before it had the I or RC, it will again once there is a final grade.
  - If there is a course with a final grade that shows as a requirement in the report, but isn't plotting, contact me. Errors in the logic of the advisement report will be fixed without a student request.

# Will my request be approved?

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



# Quiz

- How many graduate student requests total are submitted in a calendar year?
  - A) 20
  - B) 200
  - C) 2000
  - D) 20,000

# And the answer is...

- 2000!
  - An average of 5.5 per day
  - For Fall 12, there were about 1350 degree-seeking graduate students enrolled and about 400 non-degree seeking graduate students.
    - Most degree-seeking graduate students have to submit a student request at some point in their degree, and there are a small number of requests from non-degree students.
  - Advisors or graduate coordinators deny perhaps 100-300 a year, and now the types F, M, N and P requests skip me.
    - The rest all come to me...

# Thanks!

- Questions?
- My email is [shoshanna.coon@uni.edu](mailto:shoshanna.coon@uni.edu) for logistical help with the request system. If you have a question related to your Academic Requirements, be sure you include your UNI ID number.