

Undergraduate Student Request

Approvals (as required – see back)

Date _____
Name _____ Student No. _____
Classification _____ Phone _____
Address _____
Major _____ E-mail: _____

By: _____ Date _____
Advisor
Recommendation: ___ Approve ___ Disapprove
Comments:

Request (state clearly what you propose to be done)

Name of Course (if applicable):
Course/Section #
Semester taken:

By: _____ Date _____
Instructor
Recommendation: ___ Approve ___ Disapprove
Comments:

Justification: (state why you believe your request should be granted)

By: _____ Date _____
Department Head
Recommendation: ___ Approve ___ Disapprove
Comments:

By: _____ Date _____
Associate Provost or Admin. Fellow
Associate Dean, Graduate College
Registrar's Office
_____ Approve _____ Disapprove
Comments:

For Office Use:
Rec. _____ Not. _____

Required Approvals
Undergraduate Student Academic Requests

Signatures should be obtained in the order listed below for each type of request. Each individual should indicate if approval is recommended or not. The last person listed makes the final decision.

- A. Add a course after deadline published in schedule book:
 - 1. Advisor
 - 2. Instructor (must indicate the grade student earned/is earning at present)
 - 3. Department Head
- B. Drop a course with W after deadline published in schedule book:
 - 1. Advisor
 - 2. Instructor (must indicate the grade student earned/is earning at present)
 - 3. Department Head
 - 4. Associate Provost or Administrative Fellow
- C. Change sections of a course after deadline published in schedule book:
 - 1. Instructor (of section to be added)
 - 2. Department Head
- D. Substitute for required course in the major or minor: (attach syllabus for non UNI course)
 - 1. Advisor
 - 2. Department Head
- E. Substitute for required course in Liberal Arts Core: (attach syllabus for non UNI course)
 - 1. Advisor
 - 2. Associate Provost or Administrative Fellow
- F. Graduate out of residence:
 - 1. Advisor
 - 2. Associate Provost or Administrative Fellow
- G. Change to or from ungraded credit after deadline published in schedule book:
 - 1. Advisor
 - 2. Instructor (must indicate the grade the student is earning at present)
 - 3. Associate Provost or Administrative Fellow
- H. Change from audit to credit or credit to audit after deadline published in schedule book:
 - 1. Advisor
 - 2. Instructor (must indicate the grade the student is earning at present)
 - 3. Associate Provost or Administrative Fellow
- I. Register after the third week of classes:
 - 1. Advisor
 - 2. Instructor
 - 3. Department Head
 - 4. Associate Provost or Administrative Fellow
- J. Register for an overload - indicate number of hours requesting:
 - 1. Advisor
 - 2. Registrar's Office
- K. Withdrawal from University with W for all courses after deadline published in schedule book: (must provide documentation of extenuating circumstances to Provost's Office)
 - 1. Advisor
 - 2. Associate Provost or Administrative Fellow
- L. Receive Graduate Credit as a Senior:
 - 1. Advisor
 - 2. Instructor
 - 3. Department Head of Graduate Course
 - 4. Associate Dean of the Graduate College (Only needed if more than 8 semester hours from graduation and/or a cumulative GPA below 3.0)
- M. Other:
 - 1. Advisor
 - 2. Department Head
 - 3. Associate Provost or Administrative Fellow

The University of Northern Iowa requests this information for the purpose of considering your student request. No persons outside the University are routinely provided this information, except for items of directory information such as name and local address. Release of any information is governed by Board of Regents rules and applicable state and federal statutes. If you fail to provide the required information, the University may elect not to act on the request.