

THE UNIVERSITY OF NORTHERN IOWA
APPLICATION FOR ADMISSION TO GRADUATE STUDY
Graduate Majors / Degrees / Major Codes

Applied Chemistry & Biochemistry	PSM	867
Applied Physics	PSM	88A
Art Education	MA	60G
Art Education w/ Certification for Licensure	MA	608
Artist Diploma I	CERT	52M
Artist Diploma II	CERT	52N
ASC – Elem & Sec School Counselor	CERT	28B
ASC – Elem School Counselor	CERT	28E
ASC – Principalship	CERT	26P
ASC – Sec School Counselor	CERT	28S
ASC – Superintendency	CERT	26S
Athletic Training	MS	42N
Biology	MA	845
Biology	MS	84S
Biotechnology	PSM	84Y
C & I: Early Childhood Education	MAE	21U
C & I: Education of the Gifted	MAE	21K
C & I: Elementary Education	MAE	21L
C & I: Instructional Tech w/ Sch Lib Media Endors	MA	27L
C & I: Instructional Technology	MA	279
C & I: Literacy Education	MAE	21Q
C & I: Middle Level Education	MAE	21N
Chemistry	MS	866
Chemistry	MA	86G
Comm Studies: Comm Studies Ed (non thesis)	MA	482
Comm Studies: Comm Studies Ed (thesis)	MA	481
Comm Studies: General Comm (non thesis)	MA	484
Comm Studies: General Comm (thesis)	MA	483
Comm Studies: Mass Comm (non thesis)	MA	486
Comm Studies: Mass Comm (thesis)	MA	485
Comm Studies: Organizational Comm (non thesis)	MA	488
Comm Studies: Organizational Comm (thesis)	MA	487
Comm Studies: Performance Studies (non thesis)	MA	48A
Comm Studies: Performance Studies (thesis)	MA	489
Comm Studies: Public Relations (non thesis)	MA	48Q
Comm Studies: Public Relations (thesis)	MA	48F
Communication Studies	MA	480
Community Health Education	EdD	20A
Computer Science	MS	813
Continuous Quality Improvement	CERT	80Q
Corporate Communications	CERT	48U
Criminology	MA	983
Curriculum & Instruction	EdD	201
Doctor of Industrial Technology	DIT	332
Ecosystem Management	PSM	84Z
Ed Psych: Context & Techniques Assessment	MAE	296
Ed Psych: Development & Evaluation Emphasis	MAE	291
Ed Psych: Prof Development For Teachers	MAE	298
Ed Psych: Research & Development Emphasis	MAE	294
Educational Leadership	EdD	206
English: Creative Writing	MA	62C
English: Literature	MA	62L
English: TESS-Middle/Junior & Senior High	MA	62S
Environmental Health	MS	83H
Environmental Science	MS	83S
Environmental Technology	MS	83T
French	MA	72G
French: Teaching Emphasis	MA	72E
Geography	MA	97G
German	MA	74G
German: Teaching Emphasis	MA	74T
Health Ed: Community Health Education	MA	417
Health Ed: Health Promotion/Fitness Management	MA	416
Health Ed: School Health Education	MA	418
History	MA	96G
History: Public History	MA	964
Industrial Math: Continuous Quality Improvement	PSM	80F
Industrial Math: Math Computing & Modeling	PSM	80E

Instructional Technology Facilitator	CERT	27H
Jazz Pedagogy	MM	560
Leisure Services	EdD	44H
Leisure Services: Comm LS Program Emphasis	MA	44C
Leisure Services: Youth & Human Service Admin	MA	44B
Major in Two Languages	MA	700
Master of Accounting	MAcc	158
Master of Business Administration	MBA	157
Math for the Middle Grades (4-8)	MA	80A
Mathematics: Mathematics Emphasis	MA	80M
Mathematics: Secondary	MA	80K
Mental Health Counseling	MA	288
Music	MA	52G
Music Education	MM	52T
Music History	MM	523
Music: Composition	MM	52S
Music: Conducting	MM	527
Performance & Training Technology	MA	27P
Performance: Voice	MM	52V
Performance: Wind, Percussion, Keybd or Strings	MM	52W
Philanthropy / Nonprofit Development	MA	01A
Physical Ed: Scientific Basis of Phys Ed	MA	42S
Physical Education: Teaching / Coaching	MA	42T
Piano Performance & Pedagogy	MM	52P
Post Secondary Education: Student Affairs	MAE	170
Pre-Master of Business Administration		15Z
Principalship	MAE	268
Psychology	MA	40G
Psychology: Clinical Science	MA	401
Psychology: Industrial-Organization	MA	402
Psychology: Industrial-Organization 5 th Year	MA	403
Psychology: Social Psychology	MA	404
Public Policy	MPP	950
Rehabilitation Studies	EdD	20B
School Counseling	MAE	285
School Library Media Studies	MA	353
School Psychology	EdS	293
Science Education	MA	821
Science Education: Earth Science Ed	MA	827
Science Education: Physics Education	MA	828
Social Science	MA	90G
Social Work: Advanced Standing Program	MSW	453
Social Work: Two Year Program	MSW	452
Sociology	MA	98G
Spanish	MA	78G
Spanish: Teaching Emphasis	MA	78T
Special Ed: Career / Voc Prog & Transition	MAE	244
Special Education	EdD	22S
Special Education: Consultant	MAE	243
Special Education: Field Specialization	MAE	242
Speech-Language Pathology	MA	511
Studio Emphasis	MA	607
Teacher of Students w/ Visual Impairments	MAE	241
Teaching English to Speakers of Other Languages	MA	62T
Technology: Construction Management	MS	3T2
Technology: Electrical Engineering Tech	MS	3T3
Technology: Graphic Communication	MS	3T4
Technology: Industrial Management	MS	3T1
Technology: Manufacturing Materials	MS	3T5
Technology: Manufacturing Technology	MS	3T6
Technology: Technology Education & Training	MS	3T7
TESOL / French	MA	693
TESOL / German	MA	695
TESOL / Spanish	MA	696
Women's and Gender Studies	MA	686

I. GRADUATE APPLICATION PROCESS

The graduate admission process begins when the Office of the Registrar receives a completed Application for Admission to Graduate Study at the University of Northern Iowa. State specifically the **type of admission** for which you wish to be considered.

1. **Degree status** should be selected by students who are seeking admission to a department to pursue a program of study which can culminate in a degree.
2. **Non-Degree status** has been established to meet the needs of students who:
 - a. wish to take courses which do not comprise a degree program.
 - b. plan to demonstrate competence in graduate studies in support of consideration for admission to a degree program at a later time. **NOTE:** Academic departments are not obliged to count toward their degree programs **any credit for course work undertaken in a non-degree status**. If a department decides to accept such credit **no more than 12 semester hours** may be counted towards a degree program.

The academic departments are responsible for the determination of admission to degree programs and sending official notification of departmental action. Requests for non-degree enrollment are reviewed and acted upon by the Office of the Registrar.

Applicants with physical or mental disabilities, as defined by the American with Disabilities Act, who wish to request accommodations should contact the **Office of Disability Services at 319-273-2676 (voice) or 319-273-3011 (TTY)**.

International students should request a specially designed application and instructions by contacting the **International Services Director, UNI, Cedar Falls, Iowa 50614-0164. Telephone: 319-273-6421 or by E-mail: international.admissions@uni.edu.**

II. COMPLETING THE APPLICATION

Type or print all information, particularly your name, so that there will be no misunderstanding. Your legal name should always be used. If any of your records appear under another name, give this name also.

It is **your responsibility** to arrange to have the necessary credentials submitted. Follow the accompanying checklist and instructions to make sure all required steps in the admission process are completed so that a missing item will not cause delay in considering your application.

III. CREDENTIALS REQUIRED

You must file an official transcript from **each** college or university from which you have received a degree, if the degree was obtained from an institution other than UNI. **Degree status** applicants who have **attended** other colleges or universities after earning the bachelor's degree must file an official transcript from each institution attended. **Only transcripts sent directly from the issuing institution to the UNI Office of the Registrar are considered official. Unofficial or personal transcripts are not acceptable.**

Credit from other Institutions: Graduate credit from other accredited institutions may be accepted to a maximum of one-third of the number of hours (exclusive of thesis credit) required by a particular UNI thesis or non-thesis master's degree program. The specialist and doctoral degree programs each have different transfer credit policies.

The Office of the Registrar has responsibility for the collection and verification of all official transcripts, records, and required standardized examination scores. This office forwards copies of these documents to the academic departments as necessary. All documents become property of the University and may not be forwarded to other institutions.

IV. GRADUATE RECORD EXAMINATION (GRE) & GRADUATE MANAGEMENT ADMISSION TEST (GMAT)

The GMAT Score is an admission requirement for the MBA and MAcc programs and must be taken before an admission decision can be made. Students seeking admission to other degree programs which require the GRE tests must be taken before an admission decision can be made. **Only test scores sent directly from the issuing Test Agency to the UNI Office of the Registrar are considered official.**

V. APPLICATION FEE

A non-refundable application fee of \$30.00 must be sent to the Office of the Registrar, unless you received or anticipate receiving a degree from the University of Northern Iowa. The application review process will be delayed until the application fee is received.

VI. GRADUATE ASSISTANTSHIP

To be eligible for an assistantship stipend or a graduate tuition scholarship, a student must **be admitted to a graduate degree program**, should have a minimum grade point average of 3.00 in his/her undergraduate studies and/or a minimum grade point average of 3.00 in at least eight hours of graduate credit. Graduate assistantship/tuition scholarship forms may be requested from the appropriate academic department or online at www.grad.uni.edu.

VII. DEADLINES

To ensure consideration of an application for admission to a degree program the application and all supporting documents must be on file at least 30 days prior to the beginning of the term of entrance. Those applying for admission to the MBA program must have everything on file at least 60 days before the term of entrance. Application for **non-degree status** will be accepted **up to five days prior** to registration.

VIII. RACIAL/ETHNIC DATA

The U.S. Office of Education, in compliance with the Civil Rights Act of 1964, requires institutions of higher education to compile and report enrollment data on students, according to racial/ethnic compositions. These data are for statistical purposes only, will not be used in determining admission and will be treated confidentially. The University of Northern Iowa is committed to a policy of equal opportunity without regard to race, religion, national origin, age, sex, disability, or sexual orientation, and to a policy of affirmative action.

CHECKLIST

- Submit a completed Application for Admission to Graduate Study to the Office of the Registrar, UNI, Cedar Falls IA 50614-0006.
- Submit a personal check or money order in the amount of \$30 made payable to the University of Northern Iowa to the Office of the Registrar, UNI, Cedar Falls, IA 50614-0006. **(Not necessary for applicants who earned a degree or anticipate receiving a degree from UNI.)**
- If you are currently enrolled in university study and it is necessary to initially send incomplete transcripts of record, make arrangements to have a final transcript sent as soon as possible.
- If you are seeking financial assistance through the Graduate College, a major department, or through the Office of Financial Aid it is imperative that you forward all necessary documents and requests as quickly as possible. No action on your request for financial assistance will be processed until **all** necessary admission and financial aid documents are received. Decisions regarding financial aid and graduate assistantships/tuition scholarships will be delayed until after admission is determined and all financial aid documents are on file. Questions regarding graduate assistantships/scholarships should be directed to the **Graduate Coordinator** of the program to which you are applying. Questions and requests for assistance through federally sponsored programs should be directed to the **Office of Financial Aid** (319-273-2700 or 800-772-2736) or online at www.uni.edu/finaid/.
- Ask your degree issuing institution(s) to send an **official** transcript of your academic record **directly** to the Office of the Registrar. If you are a degree status student you must provide an official transcript from **all** other institutions **attended** since earning the bachelor's degree.
- Make arrangements to have GRE, GMAT, or other required standardized examination scores **sent directly by the issuing testing agencies** to the Office of the Registrar.
- For on-campus housing contact the Department of Residence at www.uni.edu/dor or call 319-273-2333 or 866-207-9411.

13. Have you completed the GRE Test? Yes No Test Date _____
Have you completed the GMAT Test? Yes No Test Date _____

14. Do you intend to seek a graduate assistantship stipend or graduate tuition scholarship?
Applicable to Degree Status Students Only (See Part VI) Yes No

15. Statement for Determination of Residency for Fee Purposes. Additional information may be requested before determining resident or non-resident classification. Do you consider yourself a resident of Iowa? Yes No
Are you a citizen of the United States? Yes No If no, what country? _____
Country of birth _____ Type of visa or permanent resident number _____
Dates you have lived in Iowa: from birth to present never from (mo/yr) _____ to (mo/yr) _____

If **not** a life-long resident of Iowa, what were your **primary** activities while living in Iowa (employment, education, etc.)? _____

If you have lived in Iowa for less than twelve months please state previous places and dates of residence and **primary** reason for moving to Iowa. _____

16. Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers, and our own college/university communities, to describe the ethnic/racial backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following two questions.

a. Do you consider yourself to be of Hispanic / Latino / Spanish origin? Yes No

b. In addition, select one or more of the following racial categories to describe yourself:

American Indian or Alaska Native Asian Black or African American

Native Hawaiian or Pacific Islander White

17. **You must respond to these questions, or your application will not be processed. If your answer to either of the following two questions is yes, you must submit a full statement of relevant facts on a separate sheet attached to this application.** You may be required to furnish the university with copies of all official documentation explaining the final disposition of the proceedings. If your records have been expunged pursuant to applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes to question a or b, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

a. Have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution? Yes No

b. Have you ever been charged with a violation of the law which resulted in probation, community service, a jail sentence, or the revocation or suspension of your driver's license? Yes No

18. It is hereby certified that the information given in this application is true and correct. It is understood that misrepresentation, omission of information, or failure to answer any single question may cause delay or cancellation of admission or dismissal from the University. I hereby authorize any educational institutions which I have previously attended and officials at such institutions to release academic, disciplinary, and medical records and to discuss these records with appropriate officials at the University of Northern Iowa.

The University of Northern Iowa Honor Pledge:

On my honor and to affirm the tradition and spirit of the University of Northern Iowa, I shall neither give nor receive

unauthorized aid on any academic endeavor. My signature below indicates I have read the Honor Pledge, promise to abide by it, and shall accept consequences of not abiding by the Pledge. If I have any questions or concerns regarding this Pledge, I shall contact my instructor or any academic administrator for guidance.

I accept the right of the Graduate College to exercise academic sanctions against me in the event that I fail to:

1. Provide official transcripts as required.

2. Meet academic or other criteria for admission to the program of my choice as required by the academic department. I fully understand that any waiver of admission requirements can only be granted by the Graduate College. No statements made by any other person regarding waiver of admission requirements shall in any way bind the Graduate College.

Applicants Signature _____ **Date** _____

Chapter 22: This information is sought for the purpose of considering your request for admission to the University. Only directory information may be released to a third party. All items are required except those marked optional. Incomplete forms may delay or prevent processing of this application.

Submit your completed application and application fee (if applicable) to: Office of the Registrar, UNI, Cedar Falls IA 50614-0006.
Questions regarding this application should be directed to: Graduate Admissions 319-273-2623 or registrar.gradadm@uni.edu.