

APPENDIX D: SAMPLE STUDENT REQUEST

University of Northern Iowa – Graduate Student Academic Request

Print Date: 05/23/2016 03:19 PM

Student Request ID: 12345
Student Request Type: M - Declaring Electives for Advisement Report (Graduate)
Student Request Created By: Name, Student
Student Request Create Date: 05/01/2016
University ID: 000000
Student Name: Name, Student
Classification: Graduate
Address: 555 Cedar St., Cedar Falls, IA 50613
Major: 821MA – Science Education
Email Address: NameS@uni.edu
Electives:

Course	Term	Credits	Apply to RQ#	Apply to LN#
CS 5186	Su 2010	1	60579	030

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

Description: I would like to move the credit for this class from "courses not used by major" to "education or science education" electives
Justification: This class is a graduate level elective class and needs to be applied toward my graduate program.
Submitted Date: 05/01/2016
Final Action Date: 05/09/2016

Processing Information: **Processed Date: 05/10/2016**
Processed By: Records Analyst
Processing Notes: CS 5186 section 60 summer 2010

Approvals

Approval Level	Approver	Approval Requested Date	Action Date	Action	Comments
1.	Advisor: Stone, Jody M	05/01/2016	05/05/2016	Approved	
2.	Graduate Coordinator: Del Carlo, Dawn I.	05/05/2016	05/09/2016	Approved	
3.	Associate Dean of the Graduate College: Coon, Shoshanna			System forwarded to Registrar's Office	