

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	