

Checklist for Master's Students Thesis Candidates

This checklist describes steps you must take to complete your master's program. Normally, these steps occur sequentially; however, some may occur concurrently. We suggest you "check off" and date each step as you complete it.

For additional information, consult NAU's [Academic Catalog](#) or your adviser. We encourage you to visit the Graduate College [Thesis and Dissertation website](#), which provides detailed information about preparing your electronic thesis (referred to as an ETD). Policies governing the master's degree and theses are maintained on the [Graduate College Policies and Handbooks](#) page.

_____ **1. Admission to Regular Status.**

If you were admitted with provisional status, complete the provisions of your admission as soon as possible. Your department will notify the Graduate College when you have completed these provisions so your admission can be changed to regular status.

_____ **2. Meet with your adviser and develop your Program of Study.**

Access the official [Program of Study](#) for your program, and determine the courses you are required to take, and whether any previous graduate work will transfer into your program. Because of uncertainties surrounding course offerings, you may want to complete a tentative version of your program of study. By your third semester, you should file your program of study with your academic department.

_____ **3. Submit the Petition for Transfer Credit form, if applicable.**

If you wish to request transfer credit for graduate coursework completed at another university, submit a [Petition for Transfer Credit](#) to your adviser for approval. The petition will be forwarded to the Graduate College. If an official transcript is not on file with the Graduate College, you must request that one be sent to the NAU Graduate College. Your adviser may need a course description/syllabus to make a determination if the course is eligible for transfer.

If you plan to complete graduate coursework at another university during your master's program at NAU, submit a course description and syllabus to your adviser for approval before enrolling in the course.

The regulations pertaining to transfer credit can be found in NAU's [Academic Catalog](#).

_____ **4. Select your master's committee by the end of your first year.**

In consultation with your advisor, select your thesis committee. Submit your request in the format and style required by your department for approval.

_____ **5. Complete your coursework and begin your thesis research.**

If your department requires a thesis prospectus hearing, work with your adviser to schedule the hearing. Meet with your adviser several weeks in advance of the date set for your hearing.

As you complete your coursework, keep the following Graduate College requirements in mind:

Formal Coursework:

You must complete at least 18 hours of formal course work, that is, courses other than such individualized studies as independent studies, directed readings, and research. No 400-level courses may be used toward this 18-hour formal course work requirement.

Time Limit:

You must complete all requirements for your master's degree within a six-year period. If you take courses from other institutions and transfer them to your program at NAU, they must also be taken within the six-year time limit.

Continuous Enrollment:

When you begin working on a master's thesis (699), you are expected to enroll in thesis credits each semester from the time you begin this work until completion of degree. Please review the [Continuous Enrollment](#) policy.

6. Apply for graduation.

You must submit an [Application for Graduation](#) to the Graduate College during the semester *prior* to the semester in which you plan to complete your degree requirements. Please see the [Applying for Graduation](#) policy. The graduation [application deadlines](#) can be found on the Graduate College website.

7. Submit your thesis electronically to the ETD Coordinator at (etd@nau.edu) for format review.

Please review the Graduate College resources for [Electronic Theses and Dissertations](#) (ETDs). Please read all instructions carefully and provide all required information.

Submit your document *at least 10 business days* prior to your oral defense. It is advisable to submit your document well in advance of the oral defense; the ETD Coordinator will review incomplete or working documents formatted to reflect the basic requirements. See the [ETD Format Checklist](#) for specific information about the university's format requirements.

Expect the format check to take at least five to ten business days. Be aware that the format editor does not review theses during the last two weeks of each semester or during the period between semesters.

8. Schedule the oral defense of your thesis.

Schedule your oral defense as required by your department. Be aware that the defense copy of your thesis must be (essentially) in its final form when you submit it to your committee; only minor changes and corrections should be necessary after the defense.

At your defense your committee will sign the **Oral Defense Form Part I** and the chair will submit it to the Graduate College within 48 hours of your defense. The form submitted should be submitted electronically to ETD@nau.edu.

9. Complete Revisions

After you successfully defend your thesis and make all the revisions required by your committee, your committee chair will complete the **Oral Defense Form Part II**, verifying that all requirements specified during the oral examination have been met and that the thesis is in its final form and ready for publishing. This verification form must be submitted to the

Graduate College by the Committee Chair or designee identified on Part I, and will not be accepted if submitted by a student.

In order to graduate during a given term, Part II is due to the Graduate College by the Registrar's published *end of session* date. Students unable to complete revisions by the end of term will graduate in a subsequent term, pending completion of requirements, and may be required to carry additional 799 credit. Please see the [Continuous Enrollment Policy](#).

Students unable to complete revisions within six months of defense may be required to re-sit the final oral exam. Please see the [Requirements for Theses and Dissertations](#).

_____ **10. Submit the corrected final copy of your dissertation to the [ProQuest](#).**

Upon submission of Oral Defense Form Part II to the Graduate College, submit your final electronic copy to ProQuest for approval and publication. The ETD Coordinator administers the ProQuest interface, but is unable to answer technical questions (please contact ProQuest).

Consult your faculty adviser regarding questions on embargos, copyrights, and the number and format of printed and bound copies (if required).

Your dissertation should not be submitted prior to the semester in which you plan to graduate. You will receive an email stating that your document has been approved. Retain a copy of the email as confirmation of submission.

For detailed instructions about submitting your final copies, see the information provided on the Graduate College [Thesis and Dissertation website](#)

_____ **11. Participate in commencement ceremonies.**

If you have completed all other program requirements, upon successful defense of your thesis, you are invited to participate in university commencement ceremonies, which are held in December and May. Please see the [Applying for Graduation](#) policy. A delay in submitting revisions will not prevent you from participating. Information on graduation can be found on the [NAU graduation web site](#).

Once you've applied for graduation, your degree will be awarded at the end of the semester in which you complete all degree requirements. You should receive your diploma in the mail approximately eight weeks later.