GRADUATE COORDINATOR TRAINING

Monday, August 19
Thursday, August 22
8:00 AM – 11:00 AM
Health and Learning Center (HLC)
Welcome & Introductions

Megan Bechtel – Program Coordinator (Graduation and Petitions)
Karina Collentine – Associate Dean
John Hammond – Assistant to the Dean
Kelly Janecek – Program Coordinator (Theses & Dissertations, Doctoral)
Yvette Loeffler-Schmelzle – Program Coordinator (Assistantships & Waivers)
Nate Turley – Administrative Assistant
Maribeth Watwood – Dean
Gail Westerlund – Director
EMAIL CONTACTS

General  
grada@nau.edu  
Graduate Academic Issues  
grads@nau.edu  
GA and Tuition Waivers  
gatw@nau.edu  
Graduate Student Admissions  
grada@nau.edu  
Graduate Student Graduation  
gradgrad@nau.edu  
Graduate Student Residency  
gradsres@nau.edu  
International Graduate Students  
gradi@nau.edu  
Thesis and Dissertation  
etd@nau.edu  
Graduate Student Government  
gs@nau.edu

www.nau.edu/graduate-college
2019-2020 Updates

Maribeth Watwood
Dean
Maribeth.Watwood@nau.edu | 928-523-9322
NEW INFORMATION

- No longer primary Graduate College functions:
  - International Students – Meaghan Gruber, CIE
  - Marketing & Recruitment – Jessica Donohue, University Admissions
  - Admissions – Tina Sutton, University Admissions
  - Residency – Matthew Tantau & Ryan Baker, Student Service Center
  - Campus Visits – Jessica Donohue & Amy Tellez, University Admissions
Marketing

Jessica Donohue
Assistant Director for Graduate Recruitment
Jessica.Donohue@nau.edu | 928-523-5141
Applying to the Graduate College

Gail Westerlund
Director
Gail.Westerlund@nau.edu | 928-523-4299
APPLICATION

- Where is my application?
  - www.nau.edu
- Create a “Just Testing” account
- Program Selection section
- Additional Information and LOR sections
- Application deadlines
- When can I request an update to my program application?
- Introduction: Lisa Wischmeier
Graduate Admissions

Tina Sutton, Coordinator, Sr.
University Admissions
Tina.Sutton@nau.edu | 928-523-6902
GRADUATE ADMISSIONS PROCESSES

Graduate Admissions

• Load applications into PeopleSoft
• Open graduate admission recommendation (GAR) to department
  + PrePlans – Admit and matriculate

Department

• Retrieve applications from department designated email
• Review and make admission recommendation
• Enter decision and close GAR
GRADUATE ADMISSIONS PROCESSES

Department

GAR Step-by-Step Guide

Graduate Admissions

- Close GAR
- Make official offer of admission or deny
  - Admits
    + Accept/Decline Offer to applicant – Competitive programs
    + Admission communication sent – Preplans
  - Denials
    + Deny communication sent

Accept/Decline status by department
Residency

Ryan Baker, Coordinator
Student Service Center
Ryan.Baker@nau.edu | 928-523-2951

Matthew Tantau, Executive Director
Student Service Center
Matthew.Tantau@nau.edu | 928-523-1244
RESIDENCY

– Determined upon application submission

– Residency classification changes

  • Must be initiated by student
  • Departments cannot advise on, or recommend, reclassifications
Graduate Assistantships & Tuition Waivers

Yvette Loeffler-Schmelzle
Program Coordinator
Yvette.Schmelzle@nau.edu | 928-523-4349
GRADUATE ASSISTANTSHIPS AND TUITION WAIVERS

• Funding
  – Tuition Waiver Scholarships and Assistantships
  – Process
    • Advertise from department or Grad College website, “current at large” assistantships
    • Select candidate (GPA = 3.0; Regular admission)
    • Sign LOA
    • Initiate ePAR

• Department Payment Request (DTPR)

• Allocations for next academic year decided – beginning February
  • Start sending LOA and TWs after APRIL 15th
    ■ ePARs July 1st (Fall & AY) – Spring ePARs November 1st
    ■ Summer Tuition Waiver May 1st
    ■ Tuition Waivers June 1st

• Coordinator/Admin Support Staff Training – MARCH

• GA and TW faculty forms and resources
15 Minute Break

Questions? Feel free to ask us!
Updates & Ongoing Initiatives And Student Success

Karina Collentine
Associate Dean
karina.collentine@nau.edu | 928-523-5019
COME TO THE GRAD COLLEGE FOR ANYTHING RELATED TO…

• Policies
• Procedures
• Curriculum
• Departmental Graduate Handbooks
• Thesis/Dissertation
• Capstone/Final Projects
• Internships
• Student Issues
• Petitions
• Academic Integrity
• Graduation
SITES, FORMS, AND RESOURCES

Resources
- Graduate College Forms Index
- Programs of Study
- Academic Improvement Plan
- Dismissal Templates

Registrar’s Forms
- Drop/Add Courses after Deadline
- Withdraw from Term
- Incomplete
- Override/Overload

Registrar’s Deadlines

Academic Catalog
- Degree and Curriculum
- Policy:
  www.catalog.nau.edu

Professional Development Series
  Career Planning and Resources
  Travel and Research Grants
  3MRP Competition
DEPARTMENTAL HANDBOOKS

Do:
• Clearly outline expectations from the department and discipline
  Include ethics and behavior
• Ensure requirements do not conflict with Graduate College or University policy
• All policy should be linked to catalog or Graduate College website
• Be specific (but not rigid) and be consistent with execution of policy and practice
• Send me your handbook for feedback

Don’t:
• Cut and paste policy from Graduate College website or Catalog
• Supply Graduate College or University forms (link them to website)
• Paint yourself into a corner with terms such as “will” (i.e., ”students will be dismissed”
• Designate your department as the decision-maker for admissions, dismissals, etc.

Doubts? Questions? Contact the Associate Dean!
Accelerated programs

• Current:
  - Information hub with all current programs’ info under 3 tabs
  - Please link to our webpage – 1 responsible party for changes
  - Waiting for approval of finalized progression plans from some programs
  - Waiting for some programs’ progression plans

• Other:
  - Work with Terri Hayes to train college advisors
  - Working with SOC, COE, and others
  - Website for all planning materials

https://nau.edu/graduate-college/accelerated-programs/

https://nau.edu/graduate-college/forms/

NAU Graduate College Forms index
Accelerated: Application process

1. Grad coordinator confirms accelerated requirements are met.

2. Grad coordinator provides student with a waiver code (from Associate Dean of Grad College) that waives the Grad College application fee – given to these students only.

3. Grad coordinator tells student to check Accelerated box on the Grad College application.

4. Grad coordinator tells student to select the most future term from the options given on the application.

5. Grad coordinator emails Tina Sutton tina.sutton@nau.edu in EMSA to alert her as to the student’s accelerated application.
• A project requires IRB (Institutional Review Board) review if the study meets both the federal definitions of (1) **research** and (2) **human subjects**.

• If a student class assignment or an independent research project (i.e., capstone project, thesis, dissertation) is collected in a **systematic manner** and is ***intended to be applied more broadly to the population at large***, this is Human Research, and an IRB application must be submitted for review and approval prior to conducting the study.

• Please help students begin IRB approval process early.
Partnership with CCC: Update

• Project goals: Provide teaching opportunities as part-time faculty at CCC for qualified doctoral students by CCC “saving” a certain number of sections for NAU grad students.

• Current plans: Soft roll-out for Spring 2020

• Future plans: Systematized process with a Memorandum of Understanding in place
PROFESSIONAL DEVELOPMENT SERIES

Post-doc Conference (for current post-docs & doctoral students): Sept. 27, 2019

Background Literature Review & Writers’ Panel: Oct. 2, 2019

Dissertation/thesis & Graduation Workshop & Copyright & Embargo: Oct. 22, 2019

Career Conference: Nov. 15, 2019


GSG Poster Symposium: March 31, 2020

3MRP Competition: January-March (finals: March 31, 2020)

ALL EVENTS ARE POSTED ON THE GRADUATE COLLEGE’S WEBSITE
https://nau.edu/graduate-college/professional-development-series/
3 Minute Research Presentation Competition (3MRP)
CAREER PLANNING & RESOURCES

Resources → our website, but also Graduate College Career Fair, Nov. 15, 2019

Part I: Finances: Before, during, and after graduate school & Dealing with Stress
• Financial management (Emy Tice, Franke College of Business)
• Biggest stressors associated with life-changing events (e.g., financial stressors, “etched in stone” syndrome) and tips for working through those (Campus Health Services)

LUNCH (catered)

Part II: Preparing for your Career
• Résumé v. CV (Emily McCarthy, Career Development)
• Selecting professional development activities, e.g., webinars (Emily McCarthy, Career Development)
• Creating a professional portfolio (Karina Collentine, Graduate College)

Part III: Starting…and …Living your Career
• Academia v. industry: What’s best for your career? (Jason Wilder, CEFNS; Steven Carothers, SWCA, Inc. Environmental Consultants)
• Negotiating the best salary and benefits package (Jason Wilder, CEFNS; Steven Carothers, SWCA, Inc. Environmental Consultants)
• Career planning: How do you leave a job, inform your supervisor that you are on the job market, recognize that near-lateral ladder-climbing is assumed/necessary, transition from one job to another? (Maribeth Watwood, Graduate College)

Part IV: Making the Most out of your Career
• Communicating with professionals (Maribeth Watwood, Graduate College)
• Networking (Skyla Savitch, Career Development)
GSG Travel Award: New Process for 2019

- $ divided into 4 travel windows, then divided by number of colleges.
- Not first-come, first-served = No $ allocated until after a travel window closes.
- If a department fails to submit the proper paperwork (i.e., an IDT) for reimbursement from the GSG beyond 30 business days, the award will be revoked, and the department will bear the cost of the trip at that point.

https://nau.edu/graduate-college/home-page/travel-research-grants/

The application is now open until August 20 for travel between Sept. 1 and Dec. 14
GSG Travel Awards: Who Gets Funded?

- The type of association -- not the conference location -- determines the Tier.
- Priority given to applications at Tier 1 from a given college, then to those at Tier 2 from a given college, etc. Those in Tier 1 from a given college have more chance of being funded. For some colleges where the majority of students apply for funding for presenting, it is possible that only those at Tier 1 may be funded, and not always at the full amount.

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Presenting at the conference* of a national/international organization**</th>
<th>Up to $450</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 2</td>
<td>Presenting at the conference* of a regional organization/regional part of a national organization</td>
<td>Up to $350</td>
</tr>
<tr>
<td>Tier 3</td>
<td>Presenting at the conference* of a state or local organization</td>
<td>Up to $250</td>
</tr>
<tr>
<td>Tier 4</td>
<td>Other (e.g., delivering a lecture [non-conference], traveling to conduct research, traveling for internship/externship interview, executive job shadowing)</td>
<td>Up to $200</td>
</tr>
<tr>
<td>Tier 5</td>
<td>Attending a conference</td>
<td>Up to $125</td>
</tr>
</tbody>
</table>

- We ask for your assistance in helping students & faculty reconcile expectations with the reality of the new process.
GRADUATE STUDENT OF THE MONTH: NEW

This award recognizes graduate students who exemplify the qualities and behaviors that are valued in our NAU graduate students, for example graduate students who…

- show exemplary mentoring skills with a peer or a near peer (i.e., an undergraduate student)
- show patience and tact while explaining a concept to a student or to a peer
- develop lectures, lesson plans, activities that teach a difficult concept in a very innovative and effective way
- do extraordinarily well on an important assessment, a research paper, or an involved project after struggling with a concept or course
- beat the odds in the face of a personal situation has affected their academic progress
- show marked improvement (in a course, program, research, teaching skills, job-related duties)
- demonstrate leadership skills in class, the lab, their classrooms, on campus, etc.
All Graduate Students of the Month will receive a $100 award and be recognized at the Graduate College Awards Ceremony on April 21, 2019.

https://nau.edu/graduate-college/awards/ (rules listed here too)

Nomination form (electronic): requires contact information & 1 question: How does this student embody the qualities and behaviors that are valued at NAU?

- August: Graduate College administrators and staff nominate graduate students by Aug. 15
- September: CAL nominates graduate students by Sept. 15
- October: CEIAS nominates graduate students by Oct. 15
- November: CEFNS nominates graduate student by Nov. 15
- December: CHHS nominates graduate students by Dec. 15
- January: COE nominates graduate students by Jan. 15
- February: FCB nominates graduate students by Feb. 15
- March: Online & Statewide nominates graduate students by Mar. 15
- April: SBS nominates graduate students by Apr. 5* *Please note the earlier deadline.
GRADUATE ASSISTANT AWARDS: NEW

• Recognizing excellence in our graduate assistants:
  – One Outstanding GTA Award of $1000
  – One Outstanding GRA Award of $1000
  – One Outstanding GSA Award of $1000

• Nomination process, matrix, and more information forthcoming

• Winners announced at the Graduate College Awards Ceremony on April 21, 2020 (International Pavilion)
GRADUATE COORDINATOR AWARD: NEW

• Recognizing excellence in our graduate coordinators and faculty mentors.

• Nominations taken from students.

• Nomination process, matrix, and more information forthcoming.

• Winner announced at the Graduate College Awards Ceremony on April 21, 2020 (International Pavilion).
Thesis, Dissertation, and Doctoral Candidacy

Kelly Janecek
Program Coordinator
Kelly.Janecek@nau.edu | 928-523-8254

NORTHERN ARIZONA UNIVERSITY
THESIS AND DISSERTATION PROCEDURES

- **ETD@nau.edu** – One Stop Shop
  - Main POC for doctoral processes
  - Supports all processes from Committee Recommendation to Defense
- Thesis and Dissertation Forms
  - Defense Scheduling Form
  - Defense Forms Part 1 and Part 2
- Form Submission
  - Electronic files
  - Send all PDF forms to **etd@nau.edu**
  - Mail/Walk-in Forms → NO longer accepted
  - Department maintains original forms

Oct. 22 & Feb. 28 Workshops
DOCTORAL CANDIDACY

• Importance
  – Demonstrates completion of coursework, exams, etc. : ABD “All But Dissertation”
    • Significant academic milestone
    • Important administrative check-point

• Application
  – Candidacy applications – all other forms must be submitted well in advance of candidacy.
  – Candidacy can take significant time to assess – do not delay!

• Requirements
  – Approved committee
  – Approved topic
  – Approved prospectus
  – Successful comp exams
  – Research/language proficiency
  – Residency

Oct. 22 & Feb. 28 Workshops
**DEFENSE INFORMATION**

Doctoral defenses are not permitted during the final week 2 weeks of term.

Thesis defenses are not permitted during the final week of term.

Summer defenses are STRONGLY discouraged. We advise that you contact the Graduate College for important dates, deadlines and processes associate with a summer defense well in advance.

Passing grades will not be entered on to the student’s transcripts until final document is uploaded to ProQuest.

Copyright protection and options on ProQuest (Oral Defense Part 2 form).

Embargo (Oral Defense Part 2 form).


Oct. 22 workshop
### Dates and Deadlines

<table>
<thead>
<tr>
<th></th>
<th>Fall 2019</th>
<th>Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Day for Dissertation Defense</td>
<td>November 27 (this is the Wednesday before Thanksgiving)</td>
<td>April 24</td>
</tr>
<tr>
<td>Last day for Thesis Defense</td>
<td>December 6</td>
<td>May 1</td>
</tr>
<tr>
<td>Dissertation defense scheduling forms must be submitted <strong>10 days PRIOR</strong> to defense date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Format Checks for theses and dissertations are due <strong>10 days PRIOR</strong> to defense date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All dissertations and theses must be uploaded to ProQuest in their final format</td>
<td>December 13</td>
<td>May 8</td>
</tr>
</tbody>
</table>
Graduation and Petitions

Megan Bechtel
Program Coordinator
Megan.Bechtel@nau.edu | 928-523-9636
GRADUATE SUCCESS - PETITIONS

Graduate Petitions

– Only fully admitted students can submit requests. Departments may speak to the likelihood of a petition being approved, but nothing can be guaranteed until a full petition is submitted and approved at all levels.

– Electronic forms can only be sent to the assigned chair/director of the academic unit. If the Chair/Director has a designee, they are responsible for forwarding the email to the appropriate person.

Transfer Credit

– Only used for courses completed at other universities. Previous NAU credit only needs to be approved on the Program of Study

– The form can only be reviewed by the academic unit, as you are the curriculum experts for the particular degree. You are welcome to reach out to other departments for advice on particular courses, if you deem necessary.

– Coming soon: Comment section for the advisor and chair/director. May be seen by student.
GRADUATE SUCCESS - PETITIONS

• Good Academic Standing
  – a 3.00 grade point average (GPA) for all courses taken including those required in the program of study,
  – no more than 6 units of “C” course grades for a master’s or doctoral degree (DPT, OTD, and MPAS programs allow 11 units of “C” grades) and no more than 3 units of “C” course grades for graduate certificates,
  – no course grades of “D” or “F.”

• Academic Improvement Plans
  – An explanation of how the student earned low grades
  – A course of action to bring the student back into good academic standing
  – Changes made to ensure only earning A and B grades for the remainder of the degree
  – The semester in which the student plans to take (or retake, if applicable) remaining courses to complete the degree
  – NEW: How the student will continue to meet the demands of their coursework and the responsibilities of a graduate assistantship, if they currently hold or expect to be granted an assistantship.
GRADUATE SUCCESS - PETITIONS

Retention Efforts: Academic Probation process updates

- Review Academic Improvement Plans with more detail

- Graduate College will be following up with departments, advisors, and/or students whenever an Academic Improvement Plan is not received in the given timeframe.

- We are considering adding a new probation status and letter for students that are clearly improving, but have not met the required 3.0 GPA.
APPLYING FOR GRADUATION

Graduation is not Commencement

Ensure students that they submit a graduation application for the term that they will finish their DEGREE REQUIREMENTS, not for the commencement ceremony they wish to attend.

If a student wants to participate in a commencement prior to their graduation term, they may seek permission by emailing me at gradgraduation@nau.edu. As long as I receive their information 2 months prior to commencement and approve their request, we can have their names added to the program.

Oct. 22 & Feb. 28
Workshops
**Mid-term Degree Posting**

1. A posted degree is required to sit for an exam resulting in or to attain professional licensure in the student’s field.
2. A posted degree is required for the student to begin post-doctoral work in the student’s field.
3. A posted degree is required to begin an internship that is external to the curriculum requirements of the program.

   It must be confirmed that a verification letter will not suffice.

- Must successfully complete all of the degree requirements on or before the mid-term posting date (8\textsuperscript{th} week of term)
- Must clear all indebtedness to NAU on or before the mid-term posting date, and,
- any courses that they may be enrolled in for the term must end no later than the mid-term posting date. They will not be permitted to carry enrollment past that date.
PROGRAMS OF STUDY (POS)

• Verifying Curriculum (of existing coursework)
  – Check all existing curriculum against transcript
  – Confirm no more than 6 units of 400 level coursework
  – Confirm no more than 6 units of C grades
  – Ensure the same course is not being used to fulfill multiple degree requirements

• Incorrect Catalog Year
  – Students may use any POS from their admit term until their graduation term
  – If a student is discontinued and is required to reapply for admissions, they must be held to the curriculum requirements of the current catalog year. They cannot use an older POS.
  – If the student was admitted after Fall 2015, a Graduate College POS is required.

• Utilize T/P/I/A codes

**Transfer/Previous Graduate Degree/Internal Transfer/Accelerated (T/P/I/A) – Must have Advisor approval**

<table>
<thead>
<tr>
<th>Transfer</th>
<th>T = Course transferred from another university</th>
</tr>
</thead>
<tbody>
<tr>
<td>Previous Graduate Degree</td>
<td>P = Course taken at NAU from previous graduate degree</td>
</tr>
<tr>
<td>Internal Transfer</td>
<td>I = Graduate level course taken as undergraduate; Not applied to undergraduate degree</td>
</tr>
<tr>
<td>Accelerated Program “Dual-use”</td>
<td>A = Courses completed during the undergraduate career and used to satisfy both the Bachelors and Master’s degree requirements. ONLY for designated Accelerated students.</td>
</tr>
</tbody>
</table>
# Dates and Deadlines

<table>
<thead>
<tr>
<th>Term:</th>
<th>Fall 2019</th>
<th>Winter 2019</th>
<th>Spring 2020</th>
<th>Summer 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Due Date</td>
<td>May 1</td>
<td>May 1</td>
<td>December 1</td>
<td>December 1</td>
</tr>
<tr>
<td>End of Term/Confer Date</td>
<td>December 13, 2019</td>
<td>January 10, 2020</td>
<td>May 8, 2020</td>
<td>August 4, 2020</td>
</tr>
<tr>
<td>Grades Finalized with Registrar’s Office</td>
<td>December 24, 2019</td>
<td>January 17, 2020</td>
<td>May 19, 2020</td>
<td>August 14, 2020</td>
</tr>
</tbody>
</table>

All dates are determined by the Registrar’s Office and can be found on their website: [Important Dates and Deadlines](#)
Questions?