Welcome to:

GRADUATE COORDINATOR TRAINING!

2023-2024

10 am - 12 pm
Thursday, September 28, 2023
Location: Health & Learning Center, room 2405 & Zoom
2023-2024 Updates

Maribeth Watwood
Vice Provost Academic Programming & Graduate Studies

Maribeth.Watwood@nau.edu

928-523-9332
2023-2024 Updates

Laura Bounds
Associate Vice Provost, Graduate Studies

Laura.Bounds@nau.edu

928-523-6320
• Work closely with the Dean to support graduate student success
• Liaison with NAU campus partners:
  • Registrar
  • Curriculum & Assessment
  • Teaching & Learning Center
• Oversight of graduate policy
• Support University Graduate Committee
• Advisor for the Graduate Student Government
• Identify graduate student professional development opportunities
• Support Graduate College events
• Review petitions, status of academic standing, academic improvement plans (AIP), & dismissals
• Point person for student issues
Yimin Wang

International Graduate Student Enrollment and Support

GradInternational@nau.edu
John Hammond
Executive Assistant, Senior

GradAwards@nau.edu – Awards

928-523-4338
Graduate College Scholarship - Recognizing excellence in our graduate students from all programs.

- Application information available in November.
- Awards up to $1000 year.

Quayle Scholarship - Recognizing excellence in our Native American graduate students.

- Application information available in November.
- Awards up to $8000 year.

Support for Graduate Students (SGS) - The SGS program is open to all individuals who qualify as a Primary Investigator (PI) and students across all colleges at NAU.

- Applications due February
- Awards up to $4000

Graduate College Scholarship - Recognizing excellence in our graduate students from all programs.

- Application information available in November.
- Awards up to $1000 year.
Mike Luna
Academic Program Coordinator, Intermediate
GradWrgp@nau.edu
Presidential Fellowship – Doctoral Fellows recruited nominations submitted for doctoral candidates considered by committee of academic leadership from each college.

- $8000 annual stipend plus $1000 research funding for up to 4 years.

All requests are submitted through GradAwards@nau.edu

National Science Foundation (NSF) Graduate Research Fellowship Program (GRFP) – Specific to Science and Engineering and STEM.

- Master’s or Doctoral students receive a three-year annual stipend of $34,000.
Qualified out-of-state students may receive in-state tuition for:
• 10 consecutive semesters for a Doctoral degree
• 6 consecutive semesters for a Master’s degree
• 3 consecutive semesters for a graduate certificate

Due to the online tuition rate, WRGP eligibility is not available to online programs.

WESTERN REGIONAL GRADUATE PROGRAM (WRGP)

WGRP Applicable States:
• Alaska
• California
• Colorado
• Hawaii
• Idaho
• Montana
• Nevada
• New Mexico
• North Dakota
• Oregon
• South Dakota
• Utah
• Washington
• Wyoming
• Commonwealth of the Northern Mariana Islands
• Guam
WRGP PROGRAMS

**Business**
- Global Business Administration, GMBA
- Business Administration, MBA

**Health and Nursing**
- Athletic Training, MS
- Public Health, MPH
- Public Health: Health Promotion, MPH

**Math**
- Materials Science, MS

**Natural Sciences**
- Climate Science and Solutions, MS
- Forestry, MF
- Forestry, MSF
- Environmental Sciences and Policy, MS
- Sustainable Communities, MA

**Fine Art**
- Music, MM Suzuki Pedagogy (Violin) Emphasis

**English**
- English: Rhetoric, Writing and Digital Media Studies, MA
- English: Teaching English as a Second Language (TESL), MA

**Social Sciences**
- Anthropology, MA
- Applied Sociology, MA
- Geography, MS
- Political Science, MA

**Communication**
- Communication: Documentary Studies Emphasis, MA

**Law and CCJ**
- Applied Criminology, MS

**Education and Behavioral Health**
- Combined Counseling/School Psychology, PhD
- Educational Leadership - Community College/Higher Ed Administration, EdD
- Educational Leadership - K-12 Administration, EdD
- ESL and Bilingual Education, Med
- Counseling- Student Affairs, MEd
- Human Relations, Med
- Applied Linguistics and Teaching English as a Second Language, MA
Graduate Coordinator Training
Anora Tillman, M.Ed
Graduate Assistantships & Tuition Waivers Coordinator

When in doubt use the Graduate Processor Manual
Questions?
GA and Tuition Waiver Requirements

- **Deadlines Matter**
  - June 15, November 15
  - **Must be at least a 3.0 GPA**
  - Only OnBase offer letter for GAs
  - Enroll in 9 units of coursework
  - No tuition waivers accepted past June 15
  - GA EPars initiated after June 15 need to be for emergencies only.
  - Multiple processes must happen throughout the summer, and there is simply not enough time to make sure everything happens smoothly for all students without your cooperation.
It’s all here!

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

Graduate coordinator resources
- Graduate coordinator roles and responsibilities
- Graduate assistant process manual
- Graduate assistant processor quick start guide
- Graduate assistant processor training slides 2023: deep dive
- Graduate assistant processor training slides 2023: partners
- Important dates for GAS and graduate coordinators: 2023-2024

Graduate assistantship
- Appointment letter template
- Conditions of assistantship appointment
- GSA, GTA, & GFA evaluation package
- Exception to 9 units form
- Fall 2022 graduate assistant orientation
- Graduate Assistantship, Traineeship, & Fellowship Policy Handbook
- Important dates for GAS and graduate coordinators: 2023-2024
- Request for additional work form
- Tax information for graduate assistants

Tuition waiver request
- Lumberjack accelerated process
- Tuition Waiver Allocation Form
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If you or someone in your department needs quick help issuing a GAship, use the quick start guide.

Includes staff & student troubleshooting for the most common errors. Use this prior to contacting the GATW unit.
New GA Evaluation Package!
Exceptions to the Nine Credit Requirement

- Graduate Assistants **must** be enrolled for nine credit hours each semester they are employed as a graduate assistant.

*If not, tuition and health insurance will not disburse*

- Use the **current** Exception to Nine Credit Hour Registration Form (GC Forms index).
- True exceptions only- these are manual calculations & never disburse until the day after disbursement at the earliest.
Additional hours & workload policies

- Request for additional hours (Graduate college forms index) must be signed by the Graduate College – GATW@nau.edu
- Use only the current form. Previous versions will be denied.
- All year GAs are paid a stipend over Winter break - please consider this in your stipend considerations
- GAs do not work on or make up University holidays or snow closures.
Residency Classification

- The GATW coordinator changes residency to in-state for tuition purposes for non-resident and international students for the term of their appointment. All year GAs are highly encouraged.

- If the GA has not been classified to in-state prior to disbursement, email GATW@nau.edu; appointments after the June 15 and November 15 deadlines will also result in a delay in residency change.

- Once the contract term for a non-resident student is complete their residency status will revert back to non-resident for tuition purposes.

- If a student considers themselves a resident of Arizona, they may petition to Residency@nau.edu
Student Group Reports

GAs and Tuition Waiver Recipients are tracked via student group reports in Enterprise per semester—email GATW@nau.edu to ask for the Student Group code.

Allows you to see the request has been received & is I and is in process. It also

Allows you to do a search for under-enrolled, communication, outreach, international, and many other useful data points.

Students can be filtered to college or unit.

Fall 23 code- F23G 😊
Hiring GA’s through the Service Team

- **Onboarding**
  - New Employee Onboarding Case, new or returning employees
    - New Hire Packet, Form I-9, Background Check, Fingerprint, and Hire ePAR.
  - **Documentation**:
    - OnBase Acceptance Letter
  - **Bulk Onboarding available**
    - Bulk Spreadsheet Template with 10+ GA’s
    - Request through General HR Inquiry
    - *Confirm EPar has been INITIATED, continue to monitor through system*
  - **Winter Break Student Wage positions**
    - Request through Onboarding Case, no Add’l Work Request Form needed
Graduate Stipend Amounts

2023-2024

- MA/MS minimum stipend
  $15,000

- PhD minimum stipend
  $18,000
Online tuition policy

GAships are available for online students up to 9 units. Tuition will not be paid at higher amounts than Flagstaff Mountain graduate rates. Please refer to the Student Accounts tuition rates for more information.

It is incumbent on you, as the coordinator, to be aware of campus designation, and to notify affected students. The OGPS funding unit can only award, not notify at this level, during peak awarding times.
Why doesn’t the tuition remission appear on the student’s account?

- Is the student enrolled for 9 credit hours? Did the E-Par arrive in the Graduate College before the June 15th processing deadline?
- Student did not submit information for Prop 300
- Measles or other Service Indicators
What can I do to help my GA or tuition waiver recipient?

Use OnBase offer letter

Ensure deadlines (June 15 and November 15) are met.

Review student group report to check for under-enrolled students

Remind students to enroll full-time, or provide exception form

Ensure 20-hr GAs understand their health insurance choice prior to accepting offer

Remind students to enroll in health insurance if accepting (Fall ONLY)

Remind students to check their NAU email

Encourage students to review student account and refer to SDAS tutorials
A student focus is at the heart of all we do!

Confirmation of awards is indicated to students by email, then multiple newsletters with critical instructions. Please sign up for our listserv today if you haven’t, so you can see these helpful resources as our GAs & tuition waiver recipients receive them.
Questions?

Sign up for our new listserv today! Tell your colleagues! Subscribe GATW to listserv@lists.nau.edu
10 Minute Break
Kelly Janecek
Academic Program Coordinator, Senior

gradsuccess@nau.edu – Petitions
gradcollegeoffice@nau.edu – General inquiries

928-523-1043
• Withdrawals (gradsuccess@nau.edu)

• Academic Improvement Plans (gradsuccess@nau.edu)

• Leave of Absence (gradsuccess@nau.edu)

• Transfer Credit (OnBase form)

• Extensions of Time (OnBase form)

https://nau.edu/graduate-college/forms/
3 TYPES OF WITHDRAWALS

1. COURSE WITHDRAWAL: Requests must be filed no later than one year from the last day of the term being petitioned.

2. TERM WITHDRAWAL: Requests must be filed no later than two years from the last day of the term being petitioned. Graduate College does not approve/deny the reimbursement portion of this petition.

3. VOLUNTARY WITHDRAWAL: Voluntarily withdrawing from a graduate program does not annul any financial responsibility.

Policy# 100325
ACADEMIC IMPROVEMENT PLANS

PURPOSE: to have a contract with the student detailing what caused the low grades earned and how the student intends to improve.

1. Once final grades have posted for a term, we run the AIP report.

2. Communications are sent to the department listing the students that will receive a probationary email

3. Student emails are sent soon thereafter. Students submit plans to gradsuccess@nau.edu

4. A hold is placed on a student’s record (depending on the grade scenario). The hold will prevent enrollment.

5. Once an Improvement Plan is submitted and approved by the Graduate College, the hold is released.

Policy# 100319
A Leave of Absence serves 3 purposes:

1. It is a document that ensures the department, and the Graduate College are aware of the situation and expect the student’s absence.

2. If approved, the student will not have to reapply for admission to the program once the Leave has ended.

3. If the student is enrolled in 799/699, continuous enrollment in these courses is waived for the designated timeframe.

- Requests must be filed no later than the deadline for adding a class during the semester in which the leave is to start: see the Registrar’s Office website for dates.
- NOTE: If a student is wanting to defer their admission term, they need to reach out to Graduate Admissions for further instructions.

Policy# 100326
TRANSFER CREDIT

TWO TYPES: Internal and External

External: credit coming in from other institutions. Use the OnBase form.

1. Students must attach syllabi for advisors/chairs to assess equivalency.

2. NAU must have a set of official transcripts on record from the institution noted in the petition. A grade of B- or lower are not eligible to petition.

3. It is important that the student enter the correct email address for their advisor. Petitions are often stalled due to incorrect addresses.


5. Reminder notices are sent every 2 weeks to ensure a petition keeps moving through the queues.
TRANSFER CREDIT (Continued)

TWO TYPES: Internal and External

Internal: credit coming in from other institutions. Use the OnBase form.

### STUDENT INFORMATION

Name: [Name]
NAU ID: [ID]
NAU Email Address: [Email]
Phone Number: [Phone]
Term of Admission: [Term]
Expected Graduation Term/Year: [Year]
Advisor: [Advisor]
Required Credits for Degree Program: 39

#### I. Social Work Coursework (33 units required):
- SW 555, SW 556, SW 559, SW 622, SW 636, SW 637, SW 650, SW 695, SW 696
- Any graduate-level AIS course (3 units required)

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Replacement Course</th>
<th>Semester</th>
<th>Year</th>
<th>Units</th>
<th>Grade</th>
<th>T/P/I/A**</th>
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<tbody>
<tr>
<td>SW 555</td>
<td>Social Work Research Methods</td>
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<tr>
<td>SW 556</td>
<td>Social Justice and Diversity in Social Work</td>
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<tr>
<td>SW 599</td>
<td>Contemporary Developments: Social Work Practice</td>
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**Transfer/Previous Graduate Degree/Internal Transfer/Accelerated (T/P/I/A)** – Must have Advisor approval.

Transfer
- Previous Graduate Degree
- Internal Transfer
- Accelerated Program (Dual-use)
- Course transferred from another university (T)
- Course taken at NAU from previous graduate degree (P)
- Graduate level course taken as undergraduate. Not applied to undergraduate degree (I)
- Course completed during the undergraduate career and used to satisfy both the Bachelors and Masters degree requirements. ONLY for designated Accelerated students (A)
CERTIFICATES: 3 units
• Exception: the Principal and Superintendent Certs: 9 units

MASTERS: 9 units or 25%, whichever is greater. 699 is not eligible.

DOCTORAL: The number of transfer credit allowed is specific to each program.
• Refer to program handbooks.
• The department determines eligible equivalency. 799 is not eligible.
• Transfer credit must be approved/processed BEFORE admission to candidacy. Doctoral students can no longer list credit from an external institution on their Program of Study. They must submit an OnBase petition

ONBASE: 
Tips: cannot use on mobile devices, clear cache before downloading form, sign into NAU’s vpn. Contact ITS for any technical issues. Automatic reminder emails are sent to students (for missing officials) and advisors/chairs for pending petitions.

Policy# 100336
EXTENSIONS OF TIME

Time limits for Completion
Masters – 6 years
Doctoral – 8 years with a masters, 10 years with a bachelors

Petitioning older courses:
• Faculty assume the responsibility to ensure these courses demonstrate current core learning outcomes and are still relevant to the degree and the field.

OnBase forms: automatic reminder notices are NOT sent to advisors and chairs

Policy# 100811
Debbie Mariage
Program Manager, Graduate Studies
Electronic Thesis & Dissertation (ETD)

etd@nau.edu
928-523-8254
Master’s students form their thesis committee at the departmental level.

Master’s students must submit their thesis for a Format Check to etd@nau.edu at least 10 business days prior to their scheduled oral defense.

Format Check = 1st point of contact with master’s students. Thesis oral defenses are scheduled at the departmental level.

Part One Form is due within 48 hours of the oral defense. Part Two Form is due as soon as possible, once all recommended edits have been verified by the Committee Chair, and before 11:59pm MST on the last day of term.

Master’s students are responsible for uploading their final thesis version to ProQuest by 11:59pm MST on the last day of term.
Dissertation Committee

- Dissertation Committee Recommendation Form, Topic Summary, CV for any Non-NAU faculty members, Policy #100806
- Student, Chair, Committee, and Graduate Coordinator receive an email with official Dissertation Committee Approval Memo
- Specific Degree Milestones are set in Louie

Candidacy Application

- Student has completed all required degree coursework, except for 799 “ABD= All But Dissertation.”
- Candidacy Application Form with supporting documents including 1) Departmental proof of passing oral & written comps 2) Signed & approved Dissertation Prospectus Title page 3) Completed & signed Program of Study
- Student, Chair, Committee, and Graduate Coordinator receive an email with official advancement to Candidacy letter
- Candidacy Milestone marked completed & dissertation title is entered in Louie
**Oral Defense Scheduling Form**

- Completed and signed form to etd@nau.edu at least 10 business days prior to scheduled oral defense to secure a UGC representative

- In person, Zoom, and hybrid oral defenses are still acceptable for the AY2023-2024

- **Part One Form** is due within 48 hours of the oral defense

**Format Checklist & ProQuest**

- Doctoral students submit their dissertation to etd@nau.edu at least 10 business days prior to their oral defense for a format check

- **Part Two Form** is due as soon as possible, and once all recommended revisions have been verified by the Committee Chair to etd@nau.edu

- Doctoral students are responsible for uploading the final form of their dissertation to ProQuest by 11:59 pm MST on the last day of term
## Academic Year 2023-2024

<table>
<thead>
<tr>
<th>Academic Year 2023-2024</th>
<th>Fall 2023</th>
<th>Spring 2024</th>
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<tbody>
<tr>
<td>Last Day for Dissertation Defense</td>
<td>Friday, December 1</td>
<td>Friday, April 26</td>
</tr>
<tr>
<td>Last day for Thesis Defense</td>
<td>Friday, December 8</td>
<td>Friday, May 3</td>
</tr>
<tr>
<td>Format Checks for theses and dissertations are due 10 business days PRIOR to defense date</td>
<td>Masters &amp; Doctoral students</td>
<td>Masters &amp; Doctoral students</td>
</tr>
<tr>
<td>Dissertation Defense Scheduling Forms must be submitted 10 business days PRIOR to defense date</td>
<td>Doctoral students only</td>
<td>Doctoral students only</td>
</tr>
<tr>
<td>All dissertations and theses must be uploaded to ProQuest in their final format. (This deadline is not flexible for any reason; students who upload their thesis or dissertation to ProQuest after 11:59pm on 12/15/2023 will not be approved for a Fall 2023 conferral date.)</td>
<td>Friday, December 15 Last day of term</td>
<td>Friday, May 10 Last day of term</td>
</tr>
</tbody>
</table>
Continuous Enrollment Policy – #100326 Graduate students must be enrolled in at least 1 unit of 699/799 each Fall and Spring term until the defend; including the semester they defend; applies for completion of a Master’s Final Project /689.

GRADING - Please make sure ALL sections of 699/799 have deborah.mariage@nau.edu assigned as Grade Instructor and Approver. Only instructor with Approve access, faculty should be listed as the Primary Instructor with no grade access.

Oral Defenses - are not permitted during the last week of term.

Forms - Updated fillable forms @ Graduate College https://nau.edu/graduate-college/forms

Graduate Student Government – Support for GSG Travel Awards
Kelly Janecek presenting on

Graduation Processes

GradGraduation@nau.edu
• Graduation is *not* commencement. Graduation applications must be submitted for the term in which the student completes the degree requirements, not for the commencement ceremony you wish to attend.

• A graduation application must be submitted for **EACH** program in order for the credential to appear on the transcript (Graduate Certificates, Master’s, Doctoral).
• POS are available for each academic year. The Graduate College creates new POS each year based on official curriculum changes. If you find any errors on the POS (curriculum changes, typos, etc.), please contact GradGraduation@nau.edu for review and update.

• The POS will list all courses required for the degree. For graduation, the students must list specific course details on the form, including semester and year taken, number of units, and grades (if earned).

• Department signatures (digital or physical) indicate to the Graduate College that any changes/substitutions listed on the form are approved for the particular student and deemed relevant towards the learning outcomes of the degree.

• Please be aware that students are still responsible for submitting appropriate petitions, such as an Extension of Time or Transfer Credit.
Please utilize the POS codes, whenever relevant. These codes ensure that students are following policy when it comes to Transfer Credit, internal credit, Accelerated student exceptions, etc.
• The Graduate College will send communications to the students as they near the end of their graduation term regarding graduation statuses, timeline for processing, etc.

• All official dates (conferral dates, finalization of grades, etc.) are determined by the Registrar’s Office and can be found here: https://in.nau.edu/registrar/important-dates/

• If a student is unable to meet degree requirements by the last day of term, they must request that their application be withdrawn by contacting GradGraduation@nau.edu. They can then submit a new graduation application for the term in which they expect to complete their degree, which includes another $35.00 application fee.
Students must reserve guest tickets for the event. Each student is allowed 8 guest tickets. Questions should be directed to the Commencement Office (Commencement@nau.edu).

Students must have a graduation application on file before they are eligible to reserve tickets. If a student would like to participate in a commencement that differs from their graduation term, they need to contact GradGraduation@nau.edu to see if they are eligible. If they are found to be eligible, we will make the necessary update to the system that will grant them access to reserve guest tickets.
All degree requirements, including coursework, full completion of theses and dissertations, oral exams, internships (e.g., student teaching), etc. must be completed before the **End of Term** date!

* October 2023 - Deadline to be added to the commencement  **Holiday Season*
Ongoing Projects

• The Graduate College has been working with the Registrar’s Office to create Graduate Academic Advising Reports (AAR).

• Mimicking undergraduate processes, the AAR will serve as an advisory tool to track student progress through the graduate degree.

• Eventually, we will phase out the POS and use the AAR for graduation purposes.
• Phase 1: Creating AARs for degrees with Professional Advisors (42 programs)
  • Testing functionality
  • Confirming curriculum and policy requirements
  • Exception processing

• Phase 2: Creating AARs for degrees with Faculty Mentors

• Phase 3: Training Advisors, Faculty Mentors, Department Leadership
  • AAR functionality
  • Security Access
  • Entering Exceptions

• Phase 4: AAR integration into graduation processes
Projected Timeline

- Graduate College and Professional Advisor testing (Summer 2023)
- Updates and testing (ongoing)
- Student and Advisor/Faculty Mentor access to AAR (late-Fall 2023)
- Advisor/Faculty Mentor trainings (Spring 2024)
- Use of AAR for graduation requirements (Summer 2025)
QUESTIONS?
Masters in Passing or Fall back

• Masters in Passing: A master’s degree earned by a student in route to the doctoral degree after fulfilling the requirements to obtain the master’s degree.

• Masters Fall Back: A master’s degree earned by a student who was originally pursuing a doctoral degree but no longer wishes to continue the doctoral degree and would instead leave the university with a master’s degree after fulfilling the requirements to obtain the master’s degree.

Questions or petition submission for a master’s in passing or fall back pathways, please contact GradGraduation@nau.edu

Anora Tillman presenting on Graduation Academic Advising Report (AAR)
• The OGSP has been working with the Registrar’s Office to create Graduate Academic Advising Reports (AAR).

• Mimicking undergraduate processes, the AAR will serve as an advisory tool to track student progress through the graduate degree.

• Eventually, we will phase out the POS and use the AAR for graduation purposes.

• What is an AAR?
AAR OVERVIEW

Program Information

<table>
<thead>
<tr>
<th>What of Semester</th>
<th>Catalog Year</th>
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</thead>
<tbody>
<tr>
<td>Career: Graduate</td>
<td>2023-2024</td>
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<tr>
<td>Program: GRAD-Degree Seeking</td>
<td>2023-2024</td>
</tr>
<tr>
<td>Plan: Counseling-Sch Counseling (MED)</td>
<td>2023-2024</td>
</tr>
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</table>

Current Academic Summary

Transcript Totals: In-Process units not included.
Course History
Transfer Credit Report
Unofficial Transcript
Student Exception Request
Jack's Planner

GRADUATE REQUIREMENT - Not Satisfied [11599]

Not Satisfied: -

Please note the graduate Academic Advising Report (AAR) is currently in an early pilot project stage. Information in the AAR may be incomplete and/or inaccurate. Please continue to work with your faculty mentor/advisor and complete your Program of Study (https://myau.edu/graduate-college/programs-of-study) in addition to the AAR to ensure all degree requirements are met.

The Program of Study is the official document that notes progress of your academic requirements for the degree and catalog year.

We appreciate your assistance as we work to further implement the graduate AAR.

Completion of your Academic Advising Report does not indicate completion of your degree requirements.

UNIVERSITY GRADUATE DEGREE REQUIREMENTS [9387]

Satisfied: -

Refer to the NAU Academic Catalog for additional information regarding Academic Policies: https://catalog.nau.edu

GRADUATE REQUIREMENT [5996]

Satisfied: -

Cumulative GPA of at least 3.0 for all NAU GRAD coursework

Satisfied: Cumulative Grade Point Avg. >= 3.0.
### AAR Overview

**GRADUATE REQUIREMENTS - Not Satisfied [3416]**

**Not Satisfied:** Counseling - School Counseling (MED)

#### REQUIREMENT [5390]

**Not Satisfied:**

- **EPS 590**
  - Units: 3.00 required, 0.00 taken, 3.00 needed
  - The following courses may be used to satisfy this requirement:
    | Course       | Description                  | Units | When   | Grade | Status |
    |--------------|------------------------------|-------|--------|-------|--------|
    | EPS 590      | SUBSTANCE & ADDICTIVE DISORDERS | 3.00  |         |       |        |

- **EPS 594**
  - Satisfied:
    - The following courses may be used to satisfy this requirement:
      | Course       | Description                  | Units | When       | Grade |
      |--------------|------------------------------|-------|------------|-------|
      | EPS 594      | FEETING OF SCHOOL COUNSELING | 3.00  | Fall 2021  | A     |

- **EPS 501**
  - Satisfied:
    - The following courses may be used to satisfy this requirement:
      | Course       | Description                  | Units | When       | Grade |
      |--------------|------------------------------|-------|------------|-------|
      | EPS 501      | THEORIES OF COUNSELING       | 3.00  | Fall 2021  | A     |

- **EPS 615**
  - Satisfied:
    - The following courses may be used to satisfy this requirement:
      | Course       | Description                  | Units | When       | Grade |
      |--------------|------------------------------|-------|------------|-------|
      | EPS 615      | LIFESPAN DEVELOPMENT COUNSEL | 3.00  | Fall 2021  | A     |
AAR Overview/ Goals of Project

- Identify pilot degrees & certificates based on uniform criteria for Phases 1 & 2
- Testing functionality
  - Confirming curriculum and policy requirements
  - Exception processing
- Criteria for Phase 3 (in part) based on faculty/staff interest recommendation
- Training Advisors, Faculty Mentors, Department Leadership
  - AAR functionality
  - Security Access
  - Entering Exceptions
- AAR integration into graduation processes
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<td>Human Relations M.Ed</td>
<td>Building Science Certificate</td>
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<td>Community Planning Certificate</td>
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<td>International Education Leadership</td>
<td>Ecological &amp; Environmental Informatics Certificate</td>
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<td>Ethnic Studies Certificate</td>
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<td>Teaching Science with a Certificate</td>
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<td>Indigenous &amp; Tribal Nation Building Certificate</td>
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<td>College &amp; Career Readiness Certificate</td>
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<td>Public Management Certificate</td>
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<td>Psychology of Human Development &amp; Leadership Certificate</td>
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Projected Timeline

• Updates and testing – Registrar’s Office, Office of Graduate & Professional Studies (ongoing)
• Advisor/Faculty Mentor access to AAR- Phase 1 (Fall 2023)
• Advisor/Faculty Mentor access to AAR- Phase 2 (Spring 2024)
• Advisor/Faculty Mentor trainings (Spring 2024)
• Official use of AAR for students, faculty, staff - Phase 1 (Fall 2024)
• Use of AAR for graduation requirements- Phase 1- (Summer 2025)
QUESTIONS?
Thank you for your time & attention today!

*Lunch is served at 12pm!*