

### Checklist for Master's Students: Thesis-Track

This checklist describes steps you must take to complete your master's degree program. Normally, these steps occur sequentially; however, some may occur concurrently.

For additional information, consult NAU's [Academic Catalog](#) or your adviser. We encourage you to visit the Office of Graduate & Professional Studies (OGPS) [Electronic Thesis and Dissertation \(ETD\) website](#) for more information about preparing your electronic thesis.

**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 OGPS 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 for Transfer Credit to your adviser for approval. The petition will be forwarded to the OGPS. If an official transcript is not on file, you must request that one is sent to Graduate Admissions. Your adviser may need a course description/syllabus to make a determination if the course is eligible for transfer.

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 adviser, 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, work with your chair to schedule the defense. Meet with your chair several weeks in advance of the date set for your prospectus defense.

As you complete your course work, keep the following the OGPS Requirements in mind:

Formal Coursework:

You must complete at least 18 hours of formal coursework (letter-graded, courses other than independent studies, directed readings, and research). No 400-level courses may be used toward this 18-hour formal coursework 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 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 (including up to the semester you defend). Please see the [Continuous Enrollment Policy](#).

**6.  Apply for graduation.**

You must submit an [Application for Graduation](#) to the OGPS during the semester *before* you plan to complete your degree requirements. Please see the Applying for Graduation policy. See the [graduation application deadlines](#).

**7.  Submit your thesis electronically to the Canvas Thesis Format Course for format review.**

Please review the OGPS resources for Electronic Theses and Dissertations (ETDs). Please read all instructions carefully and provide all required information. Complete the Thesis Format Course *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 to receive format check feedback in about five to ten business days after submission.*

**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.

You must choose a date and time for your defense when all members of your committee can attend.

**Theses defenses may not be held any later than ten business days prior to the end of the term.** Please see the [OGPS ETD deadlines](#).

At your defense your committee will sign the **Oral Defense Form Part 1** and the chair will submit it to the OGPS within 48 hours of your defense. The form should be submitted electronically to [ETD@nau.edu](mailto: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 2**, 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 OGPS by the **Chair** or designee identified on Part 1 and will not be accepted if submitted by a student.

In order to graduate during a given term, Part 2 is due to the OGPS 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 enroll in an additional 699 credit. Please see the [Continuous Enrollment Policy](#).

**10.  Submit the final version of your thesis to ProQuest.**

Upon submission of Oral Defense Form Part 2 to the OGPS, submit your final version 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 thesis should not be submitted prior to the semester in which you plan to defend and confer your degree.

For detailed instructions about submitting your final version, see the information provided on the Dissertation Format Course and the [ETD webpage](#).

**11.  Participate in commencement ceremonies.**

If you have successfully defended your thesis, you may participate in university commencement ceremonies, which are held in December and May. A delay in submitting your final version will not prevent you from participating, but you must have passed your defense. Information on graduation can be found on the [NAU graduation webpage](#).

Once you've applied for graduation, your degree will be awarded at the end of the semester in which you complete all degree requirements. Your degree will be posted 4-6 weeks later.