Detailed Instructions - Graduation Application: Graduate Certificates, Master’s, and Doctoral Degrees

This document explains how to apply for graduation; please read this entire document before beginning. Graduation is the fulfillment of degree requirements and awarding of the degree; commencement is the public ceremony at the NAU Skydome. To graduate from NAU, it is necessary to apply for graduation. Graduate students should follow the steps outlined in this document. The commencement webpage, https://nau.edu/commencement/, explains all details regarding the commencement ceremony.

Becoming eligible to apply for graduation

Requirement 1: Each student is required to have a minimum number of credits passed and/or enrolled before becoming eligible to apply for graduation. If possible, students should register for their final semester of coursework before applying.

- Graduate Certificate: 1 unit passed or enrolled
- Master’s: 24 units passed or enrolled
- Doctoral: 48 units passed or enrolled

Requirement 2: Each student must obtain a Program of Study that is approved and signed by both their advisor and their department chair. The approved Program of Study must be uploaded into the Milestones section of the LOUIE-Student Service Center.

Signatures: There are 2 ways in which your advisor and department chair/director can sign your Program of Study:

1. You can get “wet” signatures, i.e., a signature done in ink. Then, you can scan the signed Program of Study and upload it to the Milestones section of your LOUIE Student Service Center.
2. You can ask your advisor/department chair to write you an email stating that your Program of Study is approved. That entire email, showing the advisor and/or department chair’s full name and email (i.e., Sent section of an email), will work. Save those emails as a PDF and upload them to the Milestones section of your LOUIE Student Service Center. You can name them Advisor signature email approval and Chair signature email approval. If you choose this option, don't forget to also upload your final Program of Study. Students are able to upload an unlimited number of documents into the Program of Study- Milestones, so don't worry about trying to combine these into 1 document. Email approvals need to be uploaded as PDFs onto Louie; we cannot accept them as direct emails to us.

NOTE: We are unable to accept typed signatures on the Program of Study.

Once uploaded (see steps below), you will become eligible to apply for graduation within an hour unless it is Sunday (especially Sunday morning) when Louie is often being updated. In those cases, it will take longer than an hour. We recommend not applying for graduation on Sundays. Please contact gradgraduation@nau.edu if you have met/completed the 2 requirements listed above and are unable to apply for graduation after an hour (and/or after you have waited until the Sunday Louie update has been completed).
Applying for Graduation (a Two-Step Process)

Step One: Uploading the Program of Study:
1. Log into your LOUIE-Student Service Center. Select the Academic Progress option.

2. In the menu on the left, select View My Milestones.
3. Select the “Program of Study-Master/Doctoral/Certificate” link that corresponds with the degree or certificate being completed. Disregard the “Not Completed” status. NOTE: The "Not Completed" status does not indicate that there is a problem; it is a code used by Louie that gets changed by us after the final review is complete and all degree requirements are verified/confirmed.

4. Select the “Add” button and browse for the Program of Study on your computer. Click OK to upload this document.

Once uploaded, you will become eligible to apply for graduation within an hour. If you upload your Program of Study on a Sunday, there may be a delay if Louie is being updated; these updates typically occur every Sunday, especially in the early morning, Arizona time.

Step Two: Submitting a graduation application:

1. Once you are eligible to apply for graduation, return to the Academic Progress area of your Louie Student Service Center.
2. In the menu on the left, choose **Apply for Graduation.**

3. Select the “Apply for Graduation” link for the specific degree program **and follow the steps as instructed on the application.**
4. In the "Expected Graduation Term" drop-down menu, select the term in which you intend to complete your degree requirements.

5. Verify your name. Please check carefully the spelling, format, and capital/lower case letters.
If your diploma name is listed incorrectly, select the “Change Name” option to enter the corrected version.

6. Verify your current phone number.
   
   ![Change Phone Number]

   If your phone number is incorrect, select the “Change Phone Number” option to enter the corrected version.

7. Verify that your address information is accurate for the mailing of your diploma, or indicate that you will update your address in your LOUIE- Student Service Center.

![Diploma Address]

8. **Doctoral students only:** If applicable, verify your dissertation title and the name of your dissertation advisor(s) / dissertation committee chair(s). Please use a comma after the person’s last name and then add "Ph.D." -- note the period after the "h" and after the "D"
(e.g., Louie Lumberjack, Ph.D.) Please complete this part now, in Louie, if at all possible.

9. This is the last opportunity to review your information. Verify your NAME, ADDRESS, and DEGREE. Any replacement diplomas will be mailed at the student's expense. Review the acknowledgements and terms. Click on the "I agree" checkbox and then "Submit Application".

NOTE: Please check your NAU email account for NAU Online Graduation Application Confirmation email and retain it for future reference.

A few other details:
1. The commencement webpage, https://nau.edu/commencement/, details the dates & times of ceremonies, cap & gown and graduation announcements information, etc.; all updated information about the ceremony is contained on that page (check out the Students and Guests tabs at the very bottom and use their Contact us link for questions).
2. Once the semester gets underway, we will begin to review graduation applications. Don't worry if it appears as though we're taking a long time to review yours; it is a manual process, and there are many applications to review. On Louie, you may see the following statuses:

- **Applied**: this means that we have not begun to review your graduation application. No further action is needed on your part at this time; we will get to yours as soon as we can.
- **Pending**: this means that, as long as you complete any coursework/degree requirements before the end of term and earn passing grades, your degree may be awarded. No further action is needed at this time.
- **In review**: this means that we will be sending you an email with further instructions because action is necessary on your part.

**Note**: Please be patient if your application remains in the **Applied** status while your friends' and/or classmates' applications have a status change. This is normal as this is a manual process.

**Troubleshooting:**
1. Check your NAU email often as this is the means by which we will communicate with you regarding your graduation application.

2. You are able to upload an unlimited number of documents into the Program of Study-Milestone. If you need to upload a new version of your Program of Study or multiple approval emails, you will be able to do so. Once the new Program of Study or email approval is successfully uploaded, we will be able to see it from our end. We will review each document uploaded to ensure that we have the most accurate information, so there is no need to delete any existing information.

3. If you upload your Program of Study on a Sunday, there may be a delay in being able to apply for graduation if Louie is being updated; these updates typically occur every Sunday, especially in the early morning.

*Contact [GradGraduation@nau.edu](mailto:GradGraduation@nau.edu) with any questions or concerns.*