GRADUATE CERTIFICATE, MASTER, AND DOCTORAL GRADUATION

Megan Bechtel, Program Coordinator
GradGraduation@nau.edu

Scan the QR code or use the tiny URL to check in
https://tinyurl.com/yx96be8l

@naugradcollege  @NAUGradCollege  @naugraduatecollege
Graduation is not commencement. Graduation applications must be submitted for the term in which you complete your degree requirements.

If you would like to participate in commencement before or after your graduation term, contact GradGraduation@nau.edu to see if you are eligible.

A graduation application must be submitted for each program in order for the credential to appear on your transcript (including graduate certificates).
POS are available for each academic year. Students may use a POS from any academic year from the semester (or term) in which they were admitted until their graduation term.

The form will list all courses required for the degree. List all of your specific course details on the form, including semester and year taken, number of units, and grades (if earned).

Enroll in your final term before beginning this process, if possible.
# PROGRAMS OF STUDY

[https://nau.edu/graduate-college/programs-of-study/](https://nau.edu/graduate-college/programs-of-study/)

## Master of Social Work - Advanced Standing

**Department of Sociology and Social Work**  
**PROGRAM OF STUDY (2019-20)**

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Name:</th>
<th>NAU ID:</th>
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<table>
<thead>
<tr>
<th>NAU E-mail Address:</th>
<th>Phone Number:</th>
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<table>
<thead>
<tr>
<th>Term of Admission:</th>
<th>Expected Graduation Term/Year:</th>
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<table>
<thead>
<tr>
<th>Advisor:</th>
<th>Required Credits for Degree Program:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>39</td>
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</tbody>
</table>

## I. Social Work Coursework (33 units required):

- SW 555, SW 556, SW 559, SW 622, SW 623, 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/IA**</th>
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</thead>
<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/IA)** – Must have Advisor approval

- **T** = Course transferred from another university
- **P** = Course taken at NAU from previous graduate degree
- **I** = Graduate level course taken as undergraduate. Not applied to undergraduate degree
- **A** = Courses completed during the undergraduate career and used to satisfy both the Bachelor’s and Master’s degree requirements. ONLY for designated Accelerated students.
• Once the POS is filled out, sign the document (formal electronic signatures are accepted) and send it to your advisor for review and approval.

• Your advisor will then forward it on to the Department Chair/Director and to any other individuals listed on the form.

• Once fully signed, the department will return the POS to you so that you may apply for graduation.
**APPLYING FOR GRADUATION: BECOMING ELIGIBLE**

Step-by-step guide available here: [https://nau.edu/graduate-college/graduation/](https://nau.edu/graduate-college/graduation/)

Log in to your Louie - Student Service Center ([www.nau.edu/Louie](http://www.nau.edu/Louie))

Click on the **Details** link in the Milestone area:
On the next page, choose the link that corresponds to the specific degree you expect to complete. Disregard the “Not Completed” status.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Milestone Level</th>
<th>Status</th>
<th>Institution</th>
<th>Career</th>
<th>Program Description</th>
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</thead>
<tbody>
<tr>
<td>Program of Study-Masters</td>
<td>Educ Ldrshp-Prncpl K-12 (MED)</td>
<td>Not Completed</td>
<td>Northern Arizona</td>
<td>Graduate</td>
<td>GRAD-Degree Seeking</td>
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</tbody>
</table>
APPLYING FOR GRADUATION: BECOMING ELIGIBLE

On the next page, use the “Add” button to upload your completed and signed Program of Study.
Return to the main page of your Louie - Student Service Center
Under “other academic…” use the drop down menu to choose “Apply for Graduation”. You may have to wait up to an hour before the system will refresh and allow you to apply.
Select the appropriate degree from the listing and click “Apply for Graduation”

Program: GRAD-Degree Seeking

Northern Arizona University | Graduate

Degree: Master of Education
Masters: Educational Leadership

Apply for Graduation
APPLYING FOR GRADUATION: SUBMISSION

- Select the specific graduation term (not commencement).
- Confirm your personal information for the diploma.
- If writing a dissertation, confirm the title and committee chair’s name.
- Once completed, a non-refundable $35.00 application fee will be added to your Louie account.
- You and your advisor will receive a confirmation email.

Apply for Graduation

Your graduation application has been submitted. Please check your NAU email account for the NAU Online Graduation Application Confirmation email and retain for reference.

Visit the Graduation and Commencement page for more information.

✓ You have successfully applied for graduation.
GRADUATION: THINGS TO KNOW

• After your application is reviewed, we will reach out to you if any information is missing. Students with a pre-approved graduation application will be placed in a “pending” status.

• If you are no longer expecting to complete your degree requirements in the chosen term, your application must be withdrawn by contacting GradGraduation@nau.edu and you must submit a new graduation application for the correct term, which includes another application fee.

• Diplomas will be mailed to each student after their degree is posted to the transcript.

MONITOR YOUR NAU EMAIL ADDRESS UNTIL YOU HAVE YOUR DIPLOMA IN HAND!!!
## Graduation: Deadlines/Timelines

<table>
<thead>
<tr>
<th>Term:</th>
<th>Spring 2020</th>
<th>Summer 2020</th>
<th>Fall 2020</th>
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<tbody>
<tr>
<td>Application Due Date</td>
<td>December 2, 2019</td>
<td>December 2, 2019</td>
<td>May 1, 2020</td>
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<tr>
<td>End of Term/Confer Date</td>
<td>May 8, 2020</td>
<td>August 4, 2020</td>
<td>December 11, 2020</td>
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<tr>
<td>Grades Finalized with Registrar’s Office</td>
<td>May 19, 2020</td>
<td>August 14, 2020</td>
<td>December 22, 2020</td>
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<tr>
<td>Degree Posting</td>
<td>May 20- June 10</td>
<td>August 17- August 30</td>
<td>December 23- January 13</td>
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</table>

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!
COMMENCEMENT
https://nau.edu/commencement/

• Order regalia before **April 13, 2020** to avoid rush fees.

• **Doctoral** students are required to submit an RSVP for the event.

• Ceremonies are organized by academic college (not campus designation)
  – **NAU Online, Yavapai, NAU Yuma is Only**: Masters of Administration, Masters of Organizational Leadership, Masters of Global Business Administration, & Personalized Learning programs

• No tickets are needed for guests. Doors open 90 minutes before the start of the ceremony.

• Arrive 1 hour before your ceremony start time
  – You will be directed to the field, where you will be seated by department. Leave any jackets & large items with your guests. After your name is called on stage, you will not return to the same seat.
  – Once seated, Master’s students will fill out a card with their name and how it is phonetically said. You will carry this on stage with you and hand it to the announcer to have your name called.
  – Doctoral students and their mentors check-in at the Graduate College table.

Clear Bag Policy
QUESTIONS?

Please check in, if you still need to do so:
https://tinyurl.com/yx96be8l

Up next: thesis and dissertation
Did you remember to check in?
Step 1 - Forming of the Dissertation Committee

• When to form the committee? - within the first year, definitely by the end of the second year. The committee MUST be approved BEFORE a prospectus defense.

• Submit the Dissertation Committee form to etd@nau.edu for Dean approval. All requested materials must accompany the form. ALWAYS download forms from the Graduate College website.

• The Graduate College with evaluate and issue an official approval memo to the student and committee.
Doctoral Track: CONFERRAL OF CANDIDACY

Step 2 - Applying for Candidacy: Requirements

1. Completed all coursework with the exception of dissertation units or internship = ABD (All But Dissertation)
2. Completed residency requirements
3. Completed the language or research requirement (if applicable)
4. Passed comprehensive exams
5. Successfully defended prospectus
6. Completed any requirement for candidacy that is specific to the department

Apply well in advance of your graduating semester!
Doctoral Track: SCHEDULING A DEFENSE

Step 3 - Defense Scheduling

• The dissertation committee chair or student submits the form to the ETD Coordinator at least 10 business days before the defense date.

• The ETD Coordinator secures a University Graduate Committee (UGC) member to sit in on the defense.

• Doctoral defenses are not permitted in the last two weeks of a term.
• The Graduate College is not involved in the forming of thesis committees or in the scheduling of defenses; check with your department.

• Submit your thesis for format check - **10 days prior to the defense date** to ETD@nau.edu.
HOMESTRETCH FOR GRADUATING STUDENTS

DOCTORAL STUDENTS: submit Defense Scheduling Form at least 10 days prior to your defense date.

DOCTORAL and THESIS STUDENTS:
1. Confirm that you have applied for graduation!
2. Submit dissertation/thesis to etd@nau.edu for format check 10 days prior to your defense date.
3. Committee chair submits the Oral Defense part 1 form to ETD Coordinator within 48 hours of defense. This is a Pass/Fail form, and it lists the revisions required by the committee members.
4. Student resubmits revised document to committee.
5. If revisions are approved, the chair submits the Oral Defense part 2 form to ETD Coordinator.
6. After receiving a copy of the Part 2 form, upload the document to ProQuest.
7. In order to graduate, the Graduate College must have BOTH oral defense forms on file AND the final thesis/dissertation uploaded to ProQuest by the end of business on the last day of the term.

All PhD students must complete the Survey of Earned Doctorates found on ProQuest.
### SPRING 2020/Fall 2020 DEADLINES

<table>
<thead>
<tr>
<th>Term</th>
<th>All Graduation Terms</th>
<th>Note:</th>
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<th>Note:</th>
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<td>Please</td>
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<td></td>
<td>Dissertation defense scheduling forms must be submitted 10 days PRIOR to your defense</td>
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<td>Format Checks for theses and dissertations are due 10 days PRIOR to your defense</td>
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<td>Spring 2020</td>
<td>4/24/2020</td>
<td>Last day to hold a dissertation defense</td>
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<td>All dissertations and theses must be uploaded to ProQuest in their final format</td>
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<td>Last day to hold a dissertation defense</td>
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HELPFUL RESOURCES ON GC WEBSITE
https://nau.edu/graduate-college/thesis-and-dissertation/

ETD information and guidelines

- Thesis and dissertation processes and deadline guide for students
- ETD information for departments
- Thesis and dissertation committee Roadmap
- Preparing your ETD submission
- Submitting a thesis or dissertation to ProQuest
- General ETD Questions
- ProQuest Contact information