NAU NORTHERN ARIZONA UNIVERSITY
Office of Graduate & Professional Studies

GradGraduation@nau.edu

Step-by-Step Graduation Application Guide

Graduate Certificates, Master's Degrees, and Doctoral Degrees

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Notes on Graduation:

- Graduation is not automatic; students must apply for graduation.
- A separate graduation application is required for each Master's degree, Doctoral degree, and Graduate Certificate you intend to graduate with.
- There is a $50 nonrefundable graduation application fee for each application. This fee does not apply to Personalized Learning students.
- Students should apply for the semester in which they will complete all requirements for the individual degree or certificate.
- Visit the OGPS graduation webpage for more information.

Notes on Commencement:

- Commencement is held twice a year: May for the Spring commencement and December for the Fall commencement.
- Students graduating from a stand-alone Graduate Certificate are not included in commencement.
- Students graduating from a Master's or Doctoral program who submit a Summer, Fall, or Winter graduation application by the respective commencement booklet deadlines will have their names included in the Fall commencement booklet. Students who submit a Spring graduation application by the Spring commencement booklet deadline will have their names included in the Spring commencement booklet. Commencement booklet deadlines can be found on the OGPS graduation webpage.
- Visit NAU's commencement webpage for more information, including regalia, guest tickets, and ceremony dates/times.

Overview of the Graduation Application Process:

1. Reaching the minimum number of credits.
2. Verifying your progress towards graduation.
   a. Due to NAU's transition from Programs of Study to the Graduate Academic Advisement Report (Graduate AAR), your verification process will depend on the semester you intend to graduate in, and whether you are graduating from a first-wave, second-wave, or third-wave program.
3. Submitting your graduation application.

Part 1: Reaching the Minimum Number of Credits:

- You must reach the following minimum number of credits before you can begin the graduation application process. If possible, you should register for your final semester of coursework before applying for graduation.
    - Graduate certificate: 1 credit passed or enrolled.
    - Master's: 24 credits passed or enrolled.
    - Doctoral: 48 credits passed or enrolled.

Part 2: Verifying Your Progress Towards Graduation:

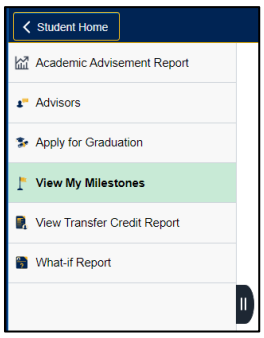
- To determine which verification method you should use, please view the list of first-wave, second-wave, and third-wave programs on NAU's Graduate Academic Advisement Report (Graduate AAR) webpage.
- Use **Method 1: Program of Study** if…
    - You are applying to graduate from a second-wave program for Fall or Winter 2024.
    - You are applying to graduate from a third-wave program for Fall or Winter 2024, or Spring or Summer 2025.
- Use **Method 2: Program of Study and Graduate AAR** if…
    - You are applying to graduate from a first-wave program in Fall or Winter 2024.
    - You are applying to graduate from a second-wave program in Spring or Summer 2025.
- Use **Method 3: Graduate AAR** if…
    - You are applying to graduate from a first-wave program in Spring or Summer 2025.

Method 1: Program of Study

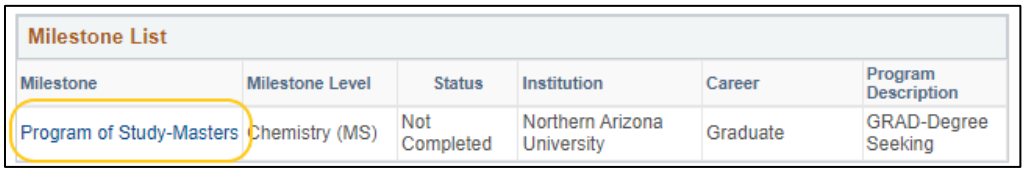
- **Step 1:** Fill out your Program of Study and obtain signatures from your advisor and department. Programs of Study can be downloaded from NAU's Program of Study webpage. Electronic signatures are acceptable.

- **Step 2:** Log onto LOUIE and select the **Academic Progress** tile.

- **Step 3:** On the left-hand menu, select **View My Milestones**.



- **Step 4:** Select the **Program of Study** link that corresponds with the degree/certificate you intend to graduate with.



- **Step 5:** Click the **Add** button and locate the Program of Study on your computer. Click **OK** to upload the document. ***Please note:*** The milestone will remain in "Not Competed" status until our office has reviewed it – this does not indicate that there is a problem.

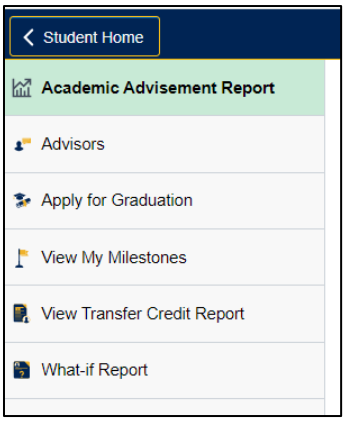
- **Step 6:** Wait for your graduation application link to appear. This usually occurs within one hour. Due to system updates that occur on Sunday mornings, it may take longer for your link to appear on Sundays.

- **Step 7:** Proceed to Part 3 to check for your graduation application link. Please disregard your Graduate AAR, as information on your Graduate AAR will likely be incomplete and/or inaccurate. **Your Graduate AAR will not be used for your graduation.**

Method 2: Program of Study and Graduate AAR

- **Step 1:** Follow Steps 1-6 from Method 1.

- **Step 2:** After uploading your Program of Study, select **Academic Advisement Report** on the left-hand menu.

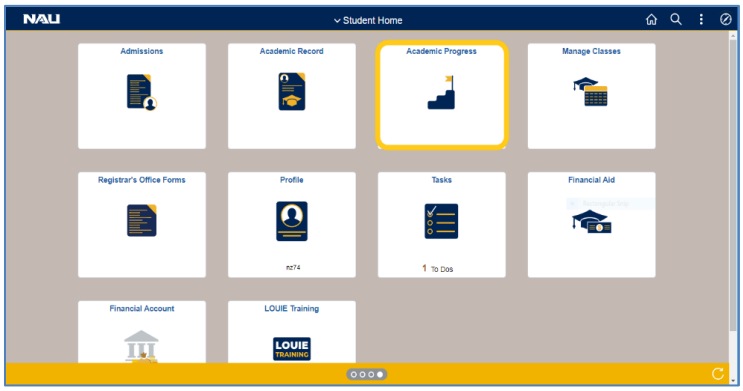


- **Step 3:** Use the Student Guide to Reading Your Graduate AAR to review your Graduate AAR. If you notice any discrepancies between your Program of Study and your Graduate AAR, please contact your advisor for assistance. To graduate, all sections of your Graduate AAR must show as satisfied by the end of your graduation term.

- **Step 4:** Proceed to Part 3 to check for your graduation application link. You do not need to wait for discrepancies on your Graduate AAR to be resolved before submitting your graduation application. However, please work with your advisor to ensure those discrepancies will be resolved by the end of your graduation term.

Method 3: Graduate AAR

- **Step 1:** Log onto LOUIE and select the **Academic Progress** tile.

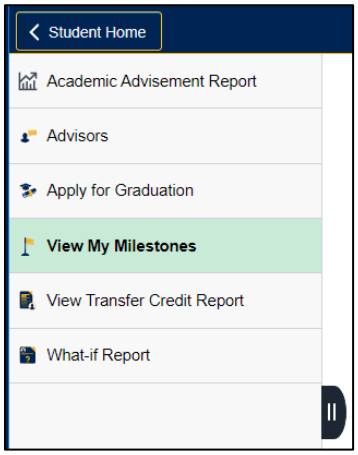


- **Step 2:** Use the Student Guide to Reading Your Graduate AAR to review your Graduate AAR. If you notice any discrepancies between your Program of Study and your Graduate AAR, please contact your advisor for assistance. To graduate, all sections of your Graduate AAR must show as satisfied by the end of your graduation term.

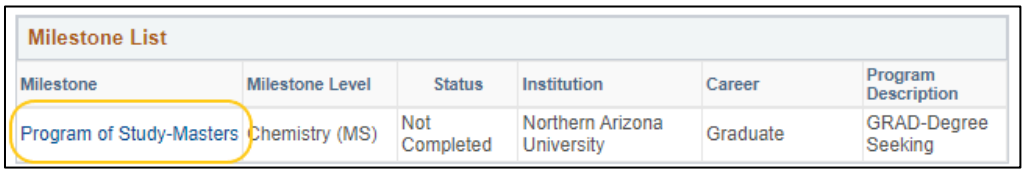
- **Step 3:** Sign the Graduate AAR Acknowledgement Form.

- **Step 4:** Log back onto LOUIE and select the **Academic Progress** tile.

- **Step 5:** On the left-hand menu, select **View My Milestones**.



- **Step 6:** Select the **Program of Study** link that corresponds with the degree/certificate you intend to graduate with.



Milestone List

Milestone	Milestone Level	Status	Institution	Career	Program Description
Program of Study-Masters	Chemistry (MS)	Not Completed	Northern Arizona University	Graduate	GRAD-Degree Seeking

- **Step 7:** Click the **Add** button and locate the Graduate AAR Acknowledgement Form on your computer. Click **OK** to upload the document. ***Please note:*** The milestone will remain in "Not Competed" status until our office has reviewed it – this does not indicate that there is a problem.

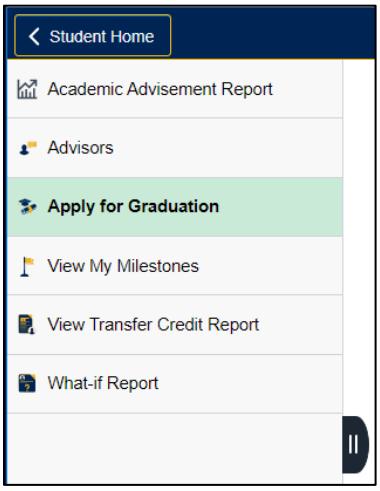
- **Step 8:** Wait for your graduation application link to appear. This usually occurs within one hour. Due to system updates that occur on Sunday mornings, it may take longer for your link to appear on Sundays.

- **Step 9:** Proceed to Part 3 to check for your graduation application link. You do not need to wait for discrepancies on your Graduate AAR to be resolved before submitting your graduation application. However, please work with your advisor to ensure those discrepancies will be resolved by the end of your graduation term.

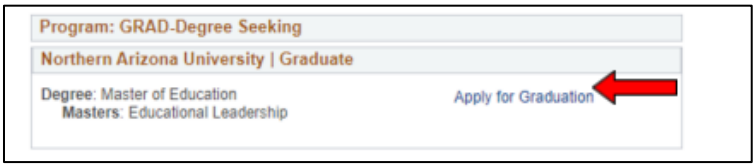
Part 3: Submitting Your Graduation Application:

- **Step 1:** Log onto LOUIE and select the **Academic Progress** tile.

- **Step 2:** On the left-hand menu, select **Apply for Graduation.**



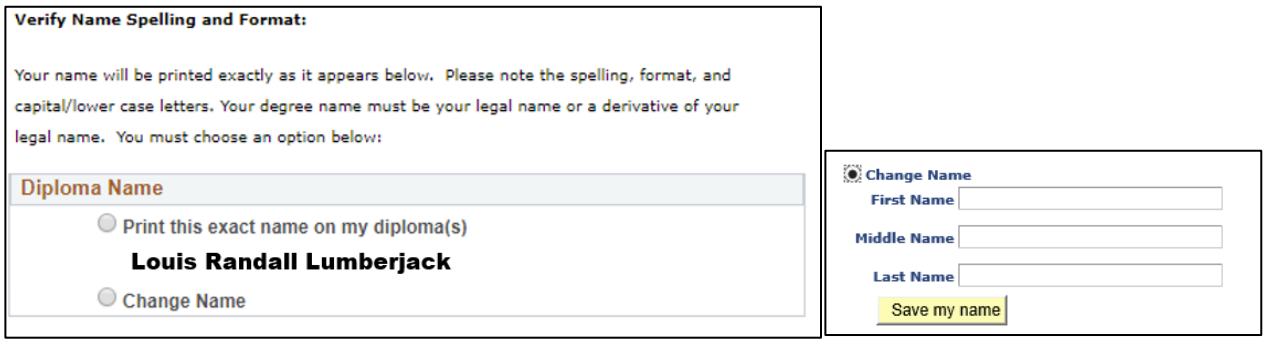
- **Step 3:** Select the **Apply for Graduation** link that corresponds with the degree/certificate you intend to graduate with.



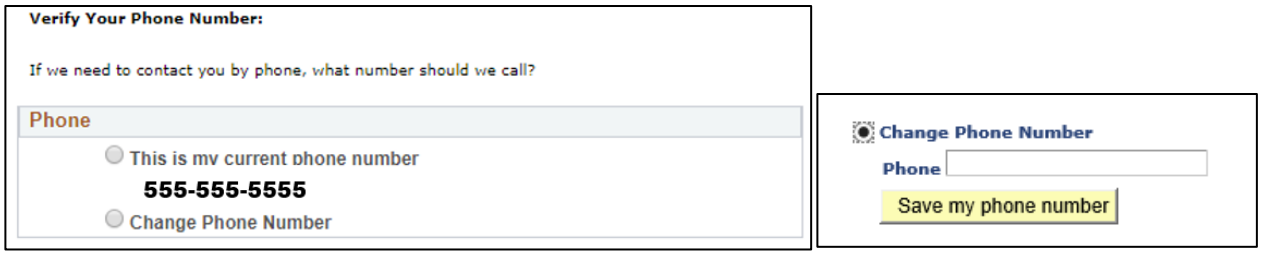
- **Step 4:** In the **Expected Graduation Term** drop-down menu, select the term in which you intend to complete all graduation requirements for your program.

  This includes all remaining coursework, final internship/practicum/student teaching hours, final defense of your thesis/dissertation, final upload of your thesis/dissertation to ProQuest, and final oral/written exams.

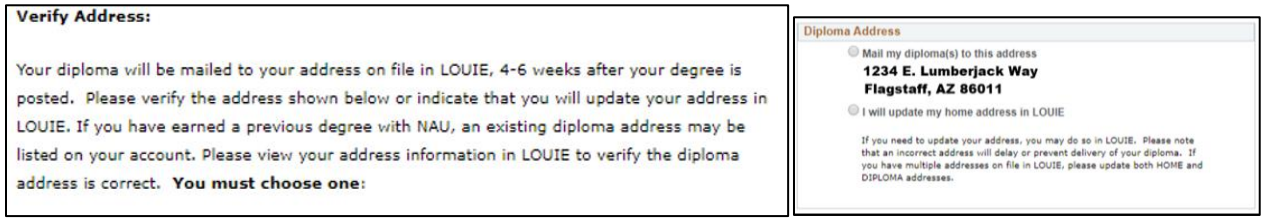
- **Step 5:** Verify your name, checking the spelling, format, and use of capital/lower case letters. If your diploma name is incorrect, select **Change Name**.



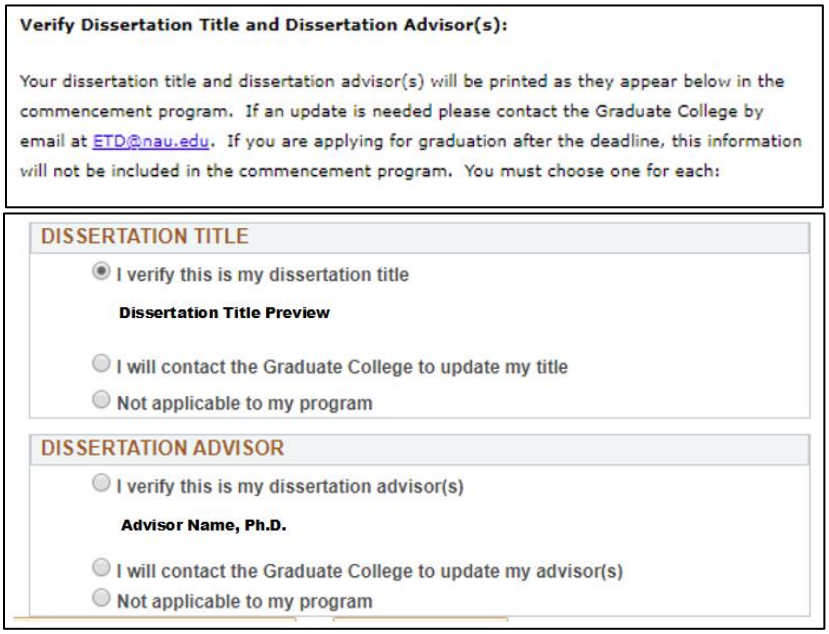
- **Step 6:** Verify your current phone number. If your phone number is incorrect, select **Change Phone Number**.



- **Step 7:** Verify that your address is accurate for the mailing of your diploma or indicate that you will update your address in LOUIE.

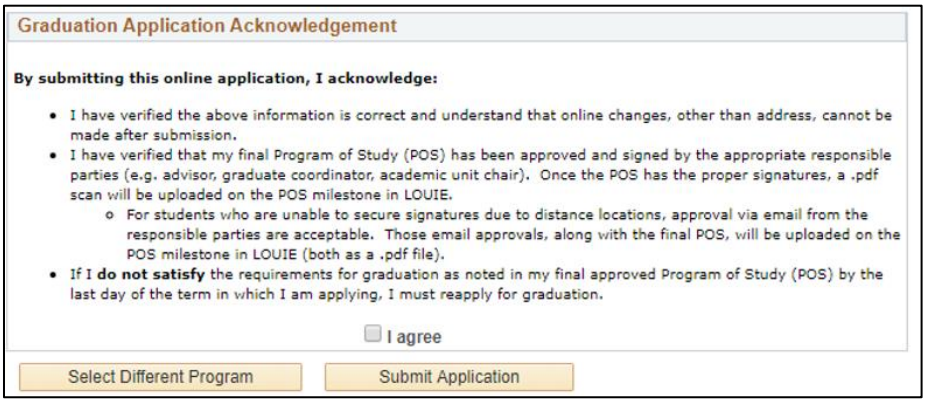


- **Step 8 - Doctoral students only:** Verify your dissertation title and the names of your dissertation advisor(s) / dissertation committee chair(s). Please use a comma after each person's last name and then add "Ph.D." Note the period after the "h" and after the "D" (example: Louie Lumberjack, Ph.D.) Please complete this verification *now*, if at all possible.



- **Step 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.

- **Step 10:** Review the terms of acknowledgement, click on the **I agree** checkbox and then the **Submit Application** button.



Final Notes:

- Please check your NAU email for an ***NAU Online Graduation Application Confirmation email.***
- Continue to monitor your NAU email for updates regarding your graduation application status, which will occur after initial review of your graduation application has been completed.
- Visit the OGPS graduation webpage for information regarding initial review, final review, and the degree awarding timeframe.
- Contact gradgraduation@nau.edu for further assistance.

Congratulations on nearing the completion of your NAU program!