

## **Step-by-Step Guide to Applying for Graduation**

### **Graduate Certificates, Master's Degrees, and Doctoral Degrees**

#### ***Notes on graduation:***

- To officially graduate from NAU, you must apply for graduation, in addition to fulfilling all graduation requirements.
- A separate graduation application is needed for each Graduate Certificate and/or Master's or Doctoral degree you intend to graduate with.
- There is a \$35 nonrefundable graduation application fee for each application submission.
- For more information, including graduation deadlines, visit [NAU's graduation webpage](#).

#### ***Notes on commencement:***

- Students graduating from a stand-alone Graduate Certificate are not included in commencement.
- Students in a Master's or Doctoral degree program who submit a Summer, Fall, or Winter graduation application by their respective commencement booklet deadlines will have their names included in the same Fall commencement ceremony booklet.
- Students who submit a Spring graduation application by its commencement booklet deadline will have their names included in the Spring commencement ceremony booklet.
- For more information, including dates and times, visit [NAU's commencement webpage](#).

#### ***Overview of the graduation application process:***

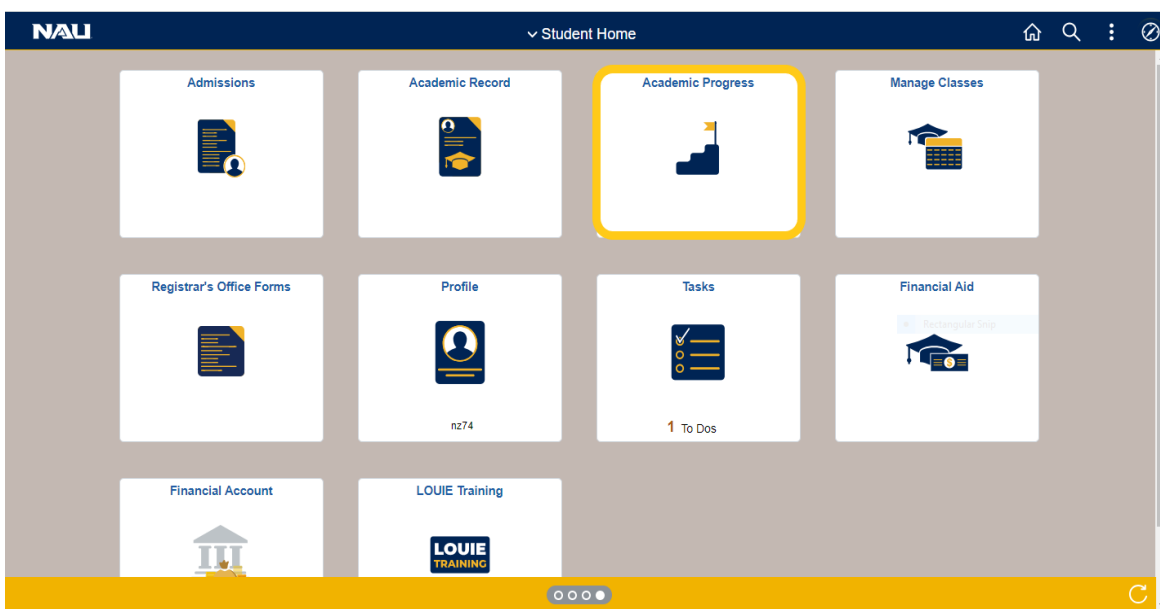
1. Reaching the minimum number of credits.
2. Verifying your progress towards graduation.
3. Submitting your graduation application.

#### ***Part 1: Reaching the minimum number of credits:***

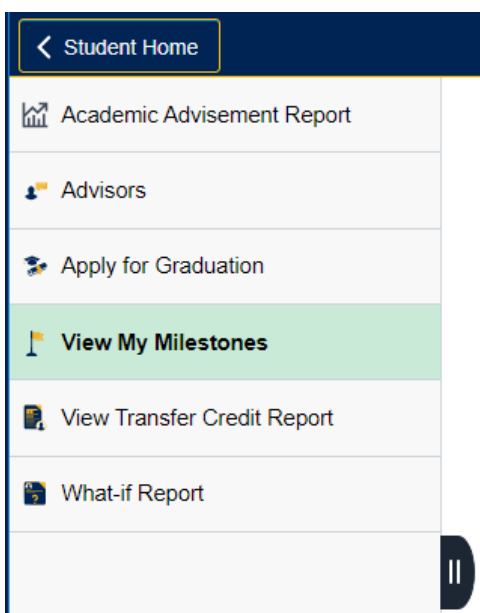
- You must reach the following minimum number of credits. If possible, you should register for your final semester of coursework before applying.
  - Graduate certificate: 1 credit passed or enrolled.
  - Master's: 24 credits passed or enrolled.
  - Doctoral: 48 credits passed or enrolled.

## Part 2: Verifying Your Progress Towards Graduation:

- **Step 1:** Fill out your Program of Study and obtain signatures from your advisor and department chair. Programs of Study can be downloaded on <https://nau.edu/graduate-college/programs-of-study/>. Your Program of Study must come from the same academic year as your admission term, or later. Electronic signatures are accepted, but do not use typed signatures.
- **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 apply for graduation.

Milestone List					
Milestone	Milestone Level	Status	Institution	Career	Program Description
<a href="#">Program of Study-Masters</a>	Chemistry (MS)	Not Completed	Northern Arizona University	Graduate	GRAD-Degree Seeking

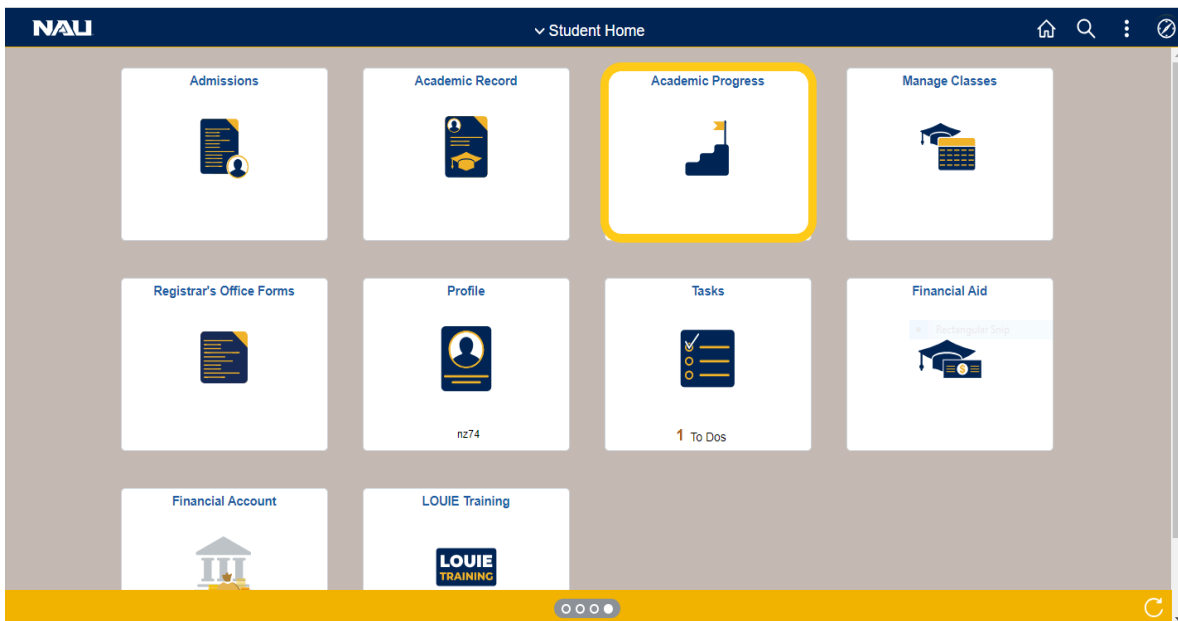
- **Step 5:** Select the **Add** button and locate the Program of Study on your computer. Click **OK** to upload the document. Please note, the milestone will remain in “Not Completed” status until our office has reviewed it – this does not indicate that there is a problem.

Milestone Documents		
Attachments	Audit	
Attached File	View	Add
	View	Add

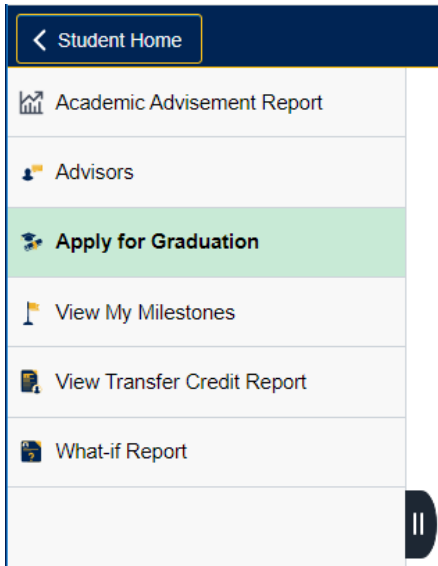
- **Step 6:** Wait to become eligible for graduation. This usually occurs within one hour, Monday - Saturday. Due to system updates that typically occur on Sunday mornings, it may take longer to become eligible on Sundays.

### Part 3: Submitting your Graduation Application:

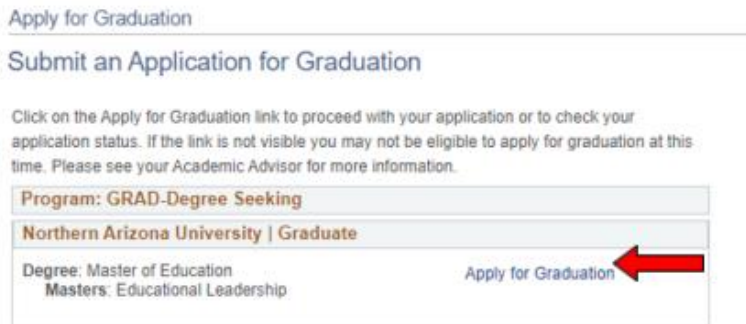
- **Step 1:** Log onto [LOUIE](#) and select the **Academic Progress** tile.



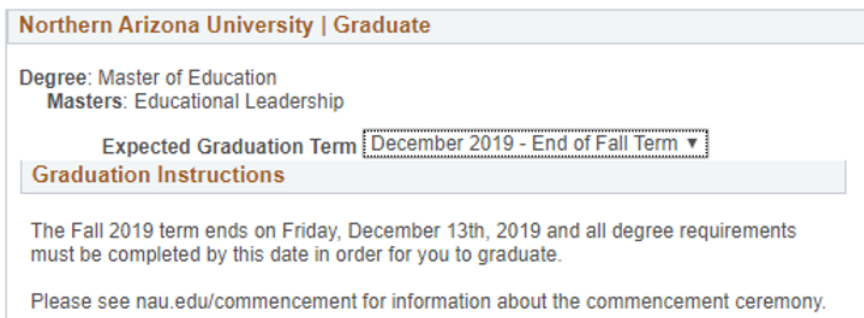
- **Step 2:** On the left-hand menu, select **Apply for Graduation**.



- **Step 3:** Select the **Apply for Graduation** link.



- **Step 4:** In the **Expected Graduation Term** drop-down menu, select the term in which you intend to complete your graduation requirements, **including coursework, internships, student teaching, theses, dissertations, final upload of theses and dissertations to ProQuest, and oral presentations**. If any graduation requirements are not completed by the end-of-term date, your graduation application will be denied, and you will need to reapply for a new graduation term.



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

**Verify Name Spelling and Format:**

Your name will be printed exactly as it appears below. Please note the spelling, format, and capital/lower case letters. Your degree name must be your legal name or a derivative of your legal name. You must choose an option below:

**Diploma Name**

Print this exact name on my diploma(s)

**Louis Randall Lumberjack**

Change Name

**Change Name**

First Name

Middle Name

Last Name

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

**Verify Your Phone Number:**

If we need to contact you by phone, what number should we call?

**Phone**

This is my current phone number

**555-555-5555**

Change Phone Number

**Change Phone Number**

Phone

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

**Verify Address:**

Your diploma will be mailed to your address on file in LOUIE, 4-6 weeks after your degree is posted. Please verify the address shown below or indicate that you will update your address in LOUIE. If you have earned a previous degree with NAU, an existing diploma address may be listed on your account. Please view your address information in LOUIE to verify the diploma address is correct. **You must choose one:**

**Diploma Address**

Mail my diploma(s) to this address

**1234 E. Lumberjack Way  
Flagstaff, AZ 86011**

I will update my home address in LOUIE

If you need to update your address, you may do so in LOUIE. Please note that an incorrect address will delay or prevent delivery of your diploma. If you have multiple addresses on file in LOUIE, please update both HOME and DIPLOMA addresses.

- **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 part *now*, if at all possible.

**Verify Dissertation Title and Dissertation Advisor(s):**

Your dissertation title and dissertation advisor(s) will be printed as they appear below in the commencement program. If an update is needed please contact the Graduate College by email at [ETD@nau.edu](mailto:ETD@nau.edu). If you are applying for graduation after the deadline, this information will not be included in the commencement program. You must choose one for each:

<p><b>DISSERTATION TITLE</b></p> <p><input checked="" type="radio"/> I verify this is my dissertation title</p> <p><b>Dissertation Title Preview</b></p> <p><input type="radio"/> I will contact the Graduate College to update my title</p> <p><input type="radio"/> Not applicable to my program</p>
<p><b>DISSERTATION ADVISOR</b></p> <p><input type="radio"/> I verify this is my dissertation advisor(s)</p> <p><b>Advisor Name, Ph.D.</b></p> <p><input type="radio"/> I will contact the Graduate College to update my advisor(s)</p> <p><input type="radio"/> Not applicable to my program</p>

- **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 acknowledgements and terms, including the nonrefundable \$35 graduation application fee. Click on the **I agree** checkbox and then the **Submit Application** button.

<p><b>Graduation Application Acknowledgement</b></p> <p><b>By submitting this online application, I acknowledge:</b></p> <ul style="list-style-type: none"> <li>• I have verified the above information is correct and understand that online changes, other than address, cannot be made after submission.</li> <li>• I have verified that my final Program of Study (POS) has been approved and signed by the appropriate responsible parties (e.g. advisor, graduate coordinator, academic unit chair). Once the POS has the proper signatures, a .pdf scan will be uploaded on the POS milestone in LOUIE. <ul style="list-style-type: none"> <li>◦ For students who are unable to secure signatures due to distance locations, approval via email from the responsible parties are acceptable. Those email approvals, along with the final POS, will be uploaded on the POS milestone in LOUIE (both as a .pdf file).</li> </ul> </li> <li>• If I <b>do not satisfy</b> the requirements for graduation as noted in my final approved Program of Study (POS) by the last day of the term in which I am applying, I must reapply for graduation.</li> </ul> <p><input type="checkbox"/> I agree</p> <p>Select Different Program      Submit Application</p>
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- **Step 11 – [First-Wave Program Students](#) graduating in Fall 2024 or beyond only:** Review [NAU's Graduate Academic Advisement Reports \(Graduate AAR\) webpage](#), including the [Student Guide to Reading your Graduate AAR](#). Please check your Graduate AAR to make sure all sections are satisfied or will be satisfied by the end of your graduation term. If you notice any discrepancies on your Graduate AAR, contact your advisor for assistance. Your graduation application will not be approved if any sections are still unsatisfied by the end of your graduation term.

### **Next Steps**

- Please check your NAU student email for an **NAU Online Graduation Application Confirmation email**, typically sent within one day of application submission, and save it for your reference.
- Continue to monitor your NAU email account for updates regarding your graduation application status, which will be posted after initial review of your graduation application has been completed.
- You may view your graduation application status on [LOUIE – Academic Progress – Apply for Graduation – View Graduation Status](#).
  - **Eligible to Apply for Graduation:** You have uploaded your Program of Study to your LOUIE milestone, which has activated the graduation application link to appear. To complete the process, you must submit your graduation application.
  - **Needs to Finish Pending Work:** There are no issues from the initial review of your graduation application, and it is on schedule for final review. You must complete all degree requirements by the **end-of-term date, 5/10/24 for Spring 2024, 8/6/24 for Summer 2024, or 12/13/24 for Fall 2024** to officially graduate (including coursework, internships, student teaching, theses, dissertations, final upload of theses and dissertations to ProQuest, oral presentations, etc.)
  - **Program in Review:** There are one or more issues from the initial review of your graduation application, and you have received an email notification with the issue(s) needing to be addressed.

Contact [gradgraduation@nau.edu](mailto:gradgraduation@nau.edu) with any questions. Thank you!