

## Helping Graduate Students to Apply, Enroll, Succeed, and Graduate 2016-17

### The Graduate College

The [Graduate College](#) is a vital resource for Northern Arizona University, as it provides all graduate students with important academic and administrative services, serves as the primary advocate for graduate education and graduate students, and sets standards for graduate education in accordance with national standards and best practices.

### Mission Statement

As the primary advocate of graduate education at Northern Arizona University, the Graduate College is committed to supporting and advancing our outstanding graduate and professional programs on all of Northern Arizona University's campuses. Consistent with the institution's mission, our purpose is to promote student achievement, research, scholarship, global learning, strategic partnerships, and engagement in discovery and practice.

### Goals

1. To serve as an advocate for graduate education and to promote a supportive learning and research environment related to our distinctive graduate programs.
2. To enhance the visibility of our graduate programs and increase and diversify our pool of applicants locally, nationally and internationally.
3. To serve as a leader in shaping policy related to graduate education.
4. To assess, nurture and strengthen the high-quality graduate and professional programs, and provide assistance and guidance in the development of new academic programs.
5. To provide quality services to assist with the success of our graduate students and academic programs related to admissions, implementing regulations and policies, retention and graduation.
6. To enhance the *integration* of research with graduate and undergraduate education.
7. To build on our strengths which include location and historical mission and our commitment to basic and applied research in the areas of biotechnology and health, environment and sustainable systems, learning and teaching, and human connections and diversity of human experiences.

Please visit the links below to learn about the different programs and certificates offered and their application deadlines. The link to the Graduate College's Deadlines provides important dates for scheduling defenses, submitting graduation forms, applying for doctoral candidacy, and much more. Our Faculty and Staff Resources webpages house important forms, handbooks, and procedures related to graduate education.

- [Degrees and Certificates offered](#)
- [Application Deadlines](#)
- [Deadlines calendar](#)
- [Faculty and Staff Forms and Resources](#)

The [NAU Student Handbook](#) provides links to policies, services, and activities students will find useful.

The NAU [Academic Catalog](#) is the primary source for all policies, degree requirements, and course information. The [Graduate College](#) serves as the primary source for any policies and procedures not constituted in the catalog.

***Do you have questions and wonder who to call?  
Visit the [Graduate College Staff Directory!](#)***

## **Graduate Admissions and the Online Application**

All applicants to a graduate program must submit an online application and official transcripts to the university. Departments often require additional application materials, including letters of recommendation, test scores, essays, personal statements, and writing samples. All of the admission materials are incorporated into one [online application](#) to streamline the process for students.

Please visit the [Admissions](#) webpages for information about the admissions process, the Graduate Admissions Policy, the online application, and special instructions and admissions requirements for international students.

## **Graduate Admissions Policy**

The [Graduate Admissions Policy](#) outlines:

- [Eligibility for graduate study](#)
- [Application requirements and process](#)
- [Admission decisions](#)
- [Admission classifications](#) (including non-degree students)
- [Readmission and second admission](#)
- [Academic plans and program change](#)

## **Accessing and Processing Applications**

The Graduate College uses a third party vendor, CollegeNET, for application submission and communicating information with our Student Information Systems, PeopleSoft (LOUIE).

Submitted applications and letters of recommendation are sent directly to the department email address. Downloading forms from this email requires a user name/password. To gain access to the departmental account, call the Graduate College's Associate Director, Gail Westerlund, at (928) 523-4299.

Department updates to online applications may be requested by contacting [Gail.Westerlund@nau.edu](mailto:Gail.Westerlund@nau.edu).

## **Residency and Citizenship Verification**

All applicants are classified at the time of admission as either a resident or non-resident student based on information provided in the online application. Arizona state law requires all incoming graduate students to verify they are a citizen, legal resident, or lawful immigrant.

For more information about citizenship verification, please click [here](#).

Students may petition for a change in residency status if they have established residency in Arizona and met all of the required criteria for state residency. It generally takes a minimum of one full year to establish residency.

For more information about residency, visit the Registrar's website on [Establishing Residency](#).

### **Policies and Forms related to Residency:**

- [Policy: Exceptions to Residency Requirements](#)
- [Policy: Laws Governing Residency Status](#)
- [Policy: Procedures for Establishing Residency](#)
- [Policy: Residency Requirements for Tuition Purposes](#)
- [Forms: Petition to Change Residency Status](#)

### **International Graduate Students, Admissions, and Applications**

International students applying for admissions to graduate programs have additional admission requirements, including financial guarantee statements, submission of official transcripts, and submission of TOEFL test scores or the equivalent.

Application deadlines for international students are often earlier than regular admissions deadlines. Once an admission recommendation is received from the department, the Graduate College works closely with the Center for International Education to process student visas and entry into the country. It is extremely beneficial to receive admissions decisions as early as possible, including any information regarding financial assistance offered by the department. Students may have to wait for several months to be issued a visa, depending on their home country.

For more information, visit the [International Admissions Process website](#).

- [International Admissions](#)
- [Application Process](#)
- [Immigration and Visa Information](#)
- [Financial Information and Costs for International Students](#)
- [Family Resources and Housing](#)
- [Orientation for International Students](#)
- [Center for International Education](#)
- [Program for Intensive English](#)

### **Admissions Process – Frequently Asked Questions**

Questions about the admissions process or the online application? Visit our [Frequently Asked Questions](#) to find answers.

### **Admission Types**

#### **Pre-plan Admission**

Some programs, generally offered through Extended Campuses, have a special type of admission called pre-plan. Under pre-plan admission, once a student applies students are immediately admitted into a temporary pre-plan admission status once they apply, and this status allows them to enroll and start taking classes while they complete the admissions process. Students then have 90 days to submit all application materials and be fully admitted to the program. Students are sent reminders at 30, 60, and 90 days after the application is received if they have not completed the admissions process. A hold is

placed on a student's account at 90 days to prevent further enrollment until the student is fully admitted.

### **Conditional Admission**

The Graduate College will automatically apply conditions to a student's admission if the student does not meet the NAU Graduate College admission criteria as outlined in the Graduate Admission Policy. . Departments may also recommend to conditionally admit a student and specify additional departmental admission conditions. For more information about conditional admission, please refer to the [Graduate Admissions Policy](#).

### **Regular Admission**

If an applicant fulfills all requirements for admission and are academically acceptable to both the academic program and the Graduate College, they are granted regular admission.

### **Non-degree Admission**

If applicants are not interested in earning a degree or are not ready to apply to a degree program, the applicant may apply for admission as a non-degree student. The application process is streamlined and does not require the applicant to submit transcripts or test scores.

Non-degree students may apply up to 12 units of appropriate course work taken as a non-degree graduate student toward a graduate degree, if the course work is appropriate for the program.

### **Offers of Admission**

Only the Graduate College is authorized to make a formal offer of admission. The Graduate College prepares an admission or denial letter once an admission recommendation is received from the department. If the department wishes to communicate an admission offer to an applicant, it must be as a "recommendation for admission" and should only be sent after entering an admission recommendation into LOUIE. Departments should not communicate denial decisions to applicants.

### **Entering Admission Recommendations and Admission Notifications**

Once a program has made an admission decision, they should notify the Graduate College by entering an admission recommendation into PeopleSoft (LOUIE). For information on how to enter an admission recommendation, please see the [Admission Recommendation Guide](#).

### **Graduate College Service Indicators and Holds**

The Graduate College uses several service indicators or holds in the admissions process and to manage academic progress. Our holds are listed below:

Service Indicator	Description	Notes	Why hold was placed	Contact to clear hold
BAF	Graduate College Level 2 Admissions Hold	Final Transcripts	Conditional admissions who never submitted official undergraduate transcripts showing degree awarded	<a href="mailto:GradAdmissions@nau.edu">GradAdmissions@nau.edu</a>
BAG	Graduate College Level 3	Low Grade Hold	Probation/Suspension	<a href="mailto:GradSuccess@nau.edu">GradSuccess@nau.edu</a>
BAI	Graduate College Level 1 Admissions Hold	Missing Transcripts/ Preplan more than 90 days	Students who have not submitted transcripts or preplan students not admitted after 90 days	<a href="mailto:GradAdmissions@nau.edu">GradAdmissions@nau.edu</a>
BAT	Graduate College Level 4	Time Limit Hold	Students who have not completed degree in specified time limits	<a href="mailto:GradSuccess@nau.edu">GradSuccess@nau.edu</a>
BMF	Grad Matriculation Fee Not Pd		Placed when student has grad matric fee refunded. Only hold that does not affect enrollment	<a href="mailto:GradAdmissions@nau.edu">GradAdmissions@nau.edu</a>
BEX	Grad Pre-plan Official Trx		Students with admission recommendation but no official transcripts	<a href="mailto:GradAdmissions@nau.edu">GradAdmissions@nau.edu</a>

## Financing Your Education

There are many options available to fund graduate student education at NAU. Common sources of funding include graduate assistantships offered by the academic department, tuition scholarship waivers, scholarships, and student loans. To learn more about the cost of graduate education at NAU, visit the Student and Departmental Account Services website for [graduate tuition and fees](#) and Office of Scholarships and Financial Aid website for the [costs of graduate school](#).

For more information about available funding for graduate school, visit the Graduate College's [financing webpages](#).

Other useful links from the Office of Scholarships and Financial Aid website:

- [Scholarships](#)
- [Loans](#)
- [Grants](#)
- [Forms](#)
- [Continued Eligibility for Financial Aid](#)

## Scholarships and Fellowships

For a list of scholarships and fellowships by area and information about how to apply for scholarships, visit the [Scholarships and Fellowships](#) webpage. The Office of Scholarships and Financial Aid also provides links to [available scholarships](#).

## Tuition Scholarship Waivers

Waivers of resident tuition are available to Arizona residents, and waivers of the non-resident portion of tuition are available to students from other states or countries. Students should apply for [tuition scholarship waivers](#) through their [department of study](#).

- [Tuition Scholarship Waiver Forms](#)

## Graduate Assistantships

[Graduate assistantships](#) (GAs) are a great way to fund graduate education while simultaneously building a student's professional skills. Students will receive information on departmental openings directly from the department. The Graduate College posts other [graduate assistantship openings](#) in units outside of academic departments.

All graduate assistantships are reviewed and approved by the Graduate College. Timely submission of information through the Electronic Personnel Action Request (E-PAR) will ensure students receive benefits and stipend payments. All graduate assistants must maintain a 3.0 GPA and a full-time graduate course load (9 credits per semester).

- [Graduate Assistantship Forms](#)

## Travel Awards

The Graduate Student Government and the Office of Vice President for Research provide travel funding to graduate students to present their research at conferences. For more information about these funding opportunities, click the links below.

- [GSG Travel Awards Program](#)
- [OVPR Student Travel Awards](#)

## Other Financial Assistance Resources

Out-of-state students from specific western states and in specific degree programs may receive in-state tuition rates through the Western Regional Graduate Program (WRGP). To learn more about the criteria for being a designated WRGP program and the list of currently available programs, click [here](#).

The World Wide University (WWU) is a special tuition plan for non-Arizona residents enrolled in online classes. Students must sign up every semester for WWU tuition rates. Click [here](#) for more information.

NAU offers Department of Defense Tuition Assistance for active duty, reservists, and National Guard personnel. Military veterans can also receive in-state tuition. For more information about the benefits extended to active duty military and veterans, follow the links below.

- [Military Education Benefits](#)
- [Financial Aid for Veterans](#)

## Enrolling, Adding, Dropping, and Withdrawing from Classes

Graduate students are expected to enroll each semester until they complete their degree requirements. Information on enrollment deadlines and petitions may be found on the Registrar's [website](#) or Extended Campuses' [website](#).

Click [here](#) for more information about enrolling in classes using [LOUIE](#).

## Adding a Class

There are different deadlines for adding classes without filing a petition or paying a fee. Deadlines can vary depending on the length of the class.

### Policy and Forms for Adding a Class

- [Policy: Adding a Course](#)
- [Form: Override Authorization](#)
- [Form: Petition to Add a Class After the Deadline](#)

## Dropping/Withdrawing from Classes or Terms

Similar to adding a class, dropping or withdrawing from courses or terms follows strict guidelines and timelines.

### Policy and Form for Dropping or Withdrawing from Classes or Terms

- [Policy: Dropping a Course](#)
- [Form: Petition to Drop a Class After the Deadline](#)

## Withdrawing from Classes or Terms after the Final Withdrawal Deadline

For more information about the process to withdraw from graduate classes or terms after the course withdrawal deadline, please click [here](#).

Once the last day to officially withdraw from the term has passed, graduate students must submit either the Petition to Drop a Class after the Course Withdrawal Deadline or the Petition to Withdraw from a Term, supporting documentation, an email or signature from the professor(s) who taught the course(s), and signature approval from the department. The Graduate College Associate Dean and the Review Subcommittee of the University Graduate Committee reviews these petitions and renders a decision. A list of criteria students must meet to be eligible to petition for a withdrawal accompanies the petition form. However, simply meeting the criteria to petition does not guarantee the request to withdraw will be granted.

Visit the Registrar's [website](#) for more information about withdrawing from classes or a term.

### Forms for Withdrawing from Classes or Terms after the Final Withdrawal Deadline

- [Form: Petition to Drop a Class After the Deadline](#)
  - Used to withdraw from single courses with a "W" on the transcript
- [Form: Withdrawal from a Term \(Official Student Withdrawal\)](#)
  - Used to withdraw from all courses within a term with a "W" on the transcript
- [Form: Petition to Change Drop Date or Term Withdrawal Date](#)
  - Used to change the withdraw date to before the deadline to receive a tuition refund

## Course Loads and Overloads

Course load is the number of classes a student can take in a given semester. Exceeding the course load for a term requires approval from the student's advisor, department, and the Graduate College associate dean.

### Policy and Form for Course Loads and Overloads

- [Policy: Course Loads and Overloads, Graduate Students](#)

- [Form: Unit Load Override Approval](#)

## Repeating a Class

Students may wish to repeat a course due to academic performance or other department-specific reasons. Generally, graduate students repeat courses when they earned a “D”, “F”, or a permanent “Incomplete” as well as classes in which a student earned more than the maximum number of “C” grades allowed for a program.

### Policy and Form for Repeating a Class

- [Policy: Repeating a Course](#)
- [Form: Graduate Course Repeat Enrollment](#)

## Continuous Enrollment and Leave of Absence

Graduate students are expected to pursue graduate degrees with little to no interruption by maintaining continuous enrollment, i.e. – students should enroll in classes each semester until completion of their program. Only students with extenuating circumstances may petition for a leave of absence. Petitions for leave of absence are approved for students who need to take time away from enrollment for extenuating circumstances and do not plan on engaging in any coursework or other scholarly activity, such as gathering data or writing a thesis or dissertation. Additionally, students are expected to enroll in thesis, dissertation, or capstone project credits each Fall and Spring term once they begin working on a thesis, dissertation, or final project.

### Policy and Form for Continuous Enrollment and Leave of Absence

- [Policy: Continuous Enrollment](#)
- [Form: Petition for Leave of Absence](#)

## Graduate Students in Undergraduate Classes

If approved by their departments, graduate students may use up to six units of 400-level NAU classes (generally, two courses) towards their degree and overall GPA. An Out-of-Career form is required to apply the course(s) on their transcripts and in the calculation of their GPA.

### Policy and Form for Graduates in Undergraduate Courses

- [Policy: Graduates in Undergraduate Courses](#)
- [Form: Override Authorization - Audit/Class Links/Out-of-Career](#)

## Auditing a Course

Students may choose to audit a course without earning credit or a grade by attending scheduled class sessions on a regular basis. Specific deadlines and policies apply to course auditing. Students must attend the audited course and participate in a way that the professor deems satisfactory in order for the course to show on the transcript as having been audited.

### Policy and Forms for Auditing a Course

- [Policy: Auditing a Course](#)
- [Form: Override Authorization](#)
- [Form: Petition to Change Audit to Credit after the Deadline](#)
- [Form: Petition to Change Credit to Audit after the Deadline](#)



## Academic Progress

Student success in completing a graduate degree is the primary goal of graduate education.

### Good Academic Standing

Graduate students must meet specific criteria to be in good academic standing. Details of these requirements are located in the Academic Continuation, Probation, Dismissal, and Readmission-Graduate policy. Students who do not maintain this standard are placed on academic probation and receive a low grade hold, which prevents future enrollment. Students and departments are notified in writing of the probation, hold, and steps for addressing the issue.

#### Policies related to Good Academic Standing

- [Policy: GPA](#)
- [Policy: GPA Requirements for Graduate Students](#)
- [Policy: Course Repeat, Graduate](#)
- [Policy: Academic Continuation, Probation, Dismissal, and Readmission – Graduate](#)
- [Policy: Grades of In-Progress or Incomplete, Graduate](#)

### Transfer Credits

Transfer credit requires three levels of approval: advisor, department chair, and the Graduate College. Transfer credits are subject to specific criteria and timelines outlined in the policy. The Graduate College makes the final determination for all transfer credit requests.

#### Policy and Form for Transfer Credit

- [Policy: Transfer Credits](#)
- [Form: Petition for Transfer Credit](#)

### The Graduate Student Appeal Process

There are several types of appeal processes that afford students their due process rights when certain instances arise. The most common are grade appeals for course grades and non-grade appeals for other academic performance issues, such as thesis/dissertation defenses, comprehensive examinations, and dismissal for academic reasons. Please contact the Graduate College Associate Dean or refer to the Academic Catalog for the most appropriate course of action when advising students. Below are a few specific policies regarding the most common graduate appeal procedures.

#### Policies related to Academic Appeals:

- [Policy: Grade Appeals](#)
- [Policy: Academic Appeal Policy and UGCHP](#)
- [Policy: Academic Integrity Policy](#)

### The University Graduate Committee (UGC)

The [University Graduate Committee](#) meets regularly during the academic year to establish and maintain standards and policies related to graduate study; discuss and evaluate graduate programs and their curricula, based on the Degree Program Expectations established by the program; recommend improvements to graduate programs; and bolster the culture of graduate education on the NAU campus. The Review Subcommittee of the UGC consists of five UGC members who set the agenda for upcoming UGC meetings and gives specific feedback to UGC members on important topics. The Review

Subcommittee also assists the Associate Dean in reviewing student petitions to withdraw from courses or terms after established deadlines.

- [UGC Meeting Schedule](#)

## Degree Requirements, Policies, and Forms

### Master's Degree: Requirements, Policies, and Forms

Students earning a master's degree must be knowledgeable of specific requirements and timelines that govern progress through the degree, including required forms and deadlines.

#### Policies for Master's Degree Requirements

- [Policy: Requirements for Master's Degree](#)
- [Policy: Requirements for Concurrent Master's Degrees](#)
- [Policy: Requirements for Second Master's Degrees](#)

#### Policies, Processes, and Forms

- [Policy: Requirements for Theses and Dissertations](#)
- [Form: Checklist for Master's Students in Non-thesis Programs](#)
- [Form: Checklist for Master's Students in Thesis Programs](#)
- [Form: Petition for Extension of the Time Limit for Master's Degree](#)
- [Form: Master's Oral Examination \(or Thesis Defense\) Reporting](#) *(completed by the committee chair)*
- [Process: Lifting Graduate College Time Limit Holds](#)

### Doctoral Degrees: Requirements, Policies, and Forms

Students earning a doctoral degree must be knowledgeable of specific requirements and timelines that govern progress through the degree, including required forms and deadlines for doctoral milestones such as committee formation, candidacy, dissertation defense, and the application for graduation.

#### Policies for Doctoral Degree Requirement

- [Policy: Requirements for Doctoral Degree: DPT](#)
- [Policy: Requirements for Doctoral Degree: PhD](#)
- [Policy: Requirements for Doctoral Degree: DNP](#)
- [Policy: Requirements for Doctoral Degree: EdD](#)
- [Policy: Requirements for Doctoral Degree: OTD](#)

#### Policies, Forms, and Processes

- [Policy: Requirements for Theses and Dissertations](#)
- [Policy: Dissertation Defenses](#)
- [Form: Checklist for Doctoral Students](#)
- [Form: Recommendation of Dissertation Committee](#)
- [Form: Dissertation Defense Scheduling](#)
- [Form: Doctoral Oral Examination \(or Dissertation Defense\) Reporting](#) *(completed by the committee chair)*
- [Form: Application for Candidacy for the Doctoral Degree](#)
- [Form: Petition for Extension of the Time Limit for Doctoral Degrees](#)
- [Process: Lifting Graduate College Time Limit Holds](#)

## Electronic Theses and Dissertations

Students are required to submit their theses and dissertations electronically. The process requires a prerequisite format check by the Graduate College, along with specific steps and forms that must be filed by specified deadlines. Guidelines and policies regarding theses and dissertations must be followed, including committee formation, thesis or dissertation defense process, and online submission of the approved document.

Click [here](#) for more information on thesis and dissertation formatting and procedures and more information about the electronic thesis and dissertation process.

### Example Documents

- [Thesis Title Page](#)
- [Dissertation Title Page](#)
- [Abstract](#)
- [Journal Format](#)

## Graduation

The graduation application is the process by which the department and the Graduate College ensure that all degree requirements for graduation have been met and the degree may be posted to the transcript. Commencement is the formal process by which graduating students are recognized by the university, friends, and family.

Click [here](#) for information and instructions to file for graduation. Commencement information and [schedules](#) may be found on the [University's Commencement website](#).

### Graduation Policies

- [Policy: Applying for Graduation](#)
- [Policy: Academic Recognition](#)

### Process

- [Process: Completing Graduation Application](#)

### Application

- [Graduation Application through LOUIE](#)

## Student Recruitment

The Graduate College serves as a resource and actively works with faculty and administrative staff in academic departments to recruit graduate students. The Graduate College sends regular communication to prospective applicants. We encourage you to keep track of your prospective students and submit contact information directly to the Graduate College. Please visit the [graduate recruitment resources website](#) for more information.

## Campus Visits

The Graduate College hosts a series of campus visits during the academic year and summer. As part of the campus visit, faculty members meet with the prospective students. Please visit the [Campus Visits](#) webpage for information and visit schedules.

## Graduate College Reports and Statistics

For information about program enrollment and graduation counts please visit the sites listed below.

- [About the Graduate College](#)
- [Missions and Goals](#)
- [Statistics](#)

## Student and Family Resources

Attending graduate school is an exciting and rewarding experience. NAU provides a variety of resources for new and current students to ensure a successful completion of their degree. Whether students are looking for housing, childcare, or information about available health or disability services, the Graduate College is here to help.

### Housing

There are on-campus and off-campus housing options for graduate students. On-campus housing is limited, so interested students should contact Residence Life for more information. Please note the deadline for on-campus housing applications is early May. To view housing options, click [here](#).

### Childcare and Childcare Voucher Program

There are several options for childcare in Flagstaff, and the Childcare Voucher Program assists students with affordable, quality child care. For more information, click one of the links below.

- [Childcare Options](#)
- [Childcare Voucher Program](#) and [Voucher Application](#)

### Health Insurance

The university offers several health insurance/healthcare options, including major medical insurance. Full-time graduate assistants receive major medical insurance as part of the employment package. Students can add spouses and children to their health insurance plan. For more information about available coverage and associated costs, click [here](#).

### Campus Health Services and Mental Health and Disability Resources

To promote wellness on campus, NAU provides a variety of services and resources to students.

[Campus Health Services](#) provides health and pharmacy services to students, including administering [immunizations](#). Click [here](#) to view all of the available services.

[Counseling Services](#) provides assistance to new students transitioning to life as a graduate student and to current students continuing in their graduate studies. Students should contact Counseling Services to schedule counseling or substance abuse sessions.

[Disability Resources](#) provides services and accommodations to students who have current documentation of disabilities. For a complete list of services and assistance available to students with disabilities, click [here](#).

### Graduate Student Government

The [Graduate Student Government](#) is a student organization that represents the graduate student body within university administration and local, state, and national governing bodies, organizing student involvement, and administers services, resources, and programs that benefit graduate students.

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