

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.

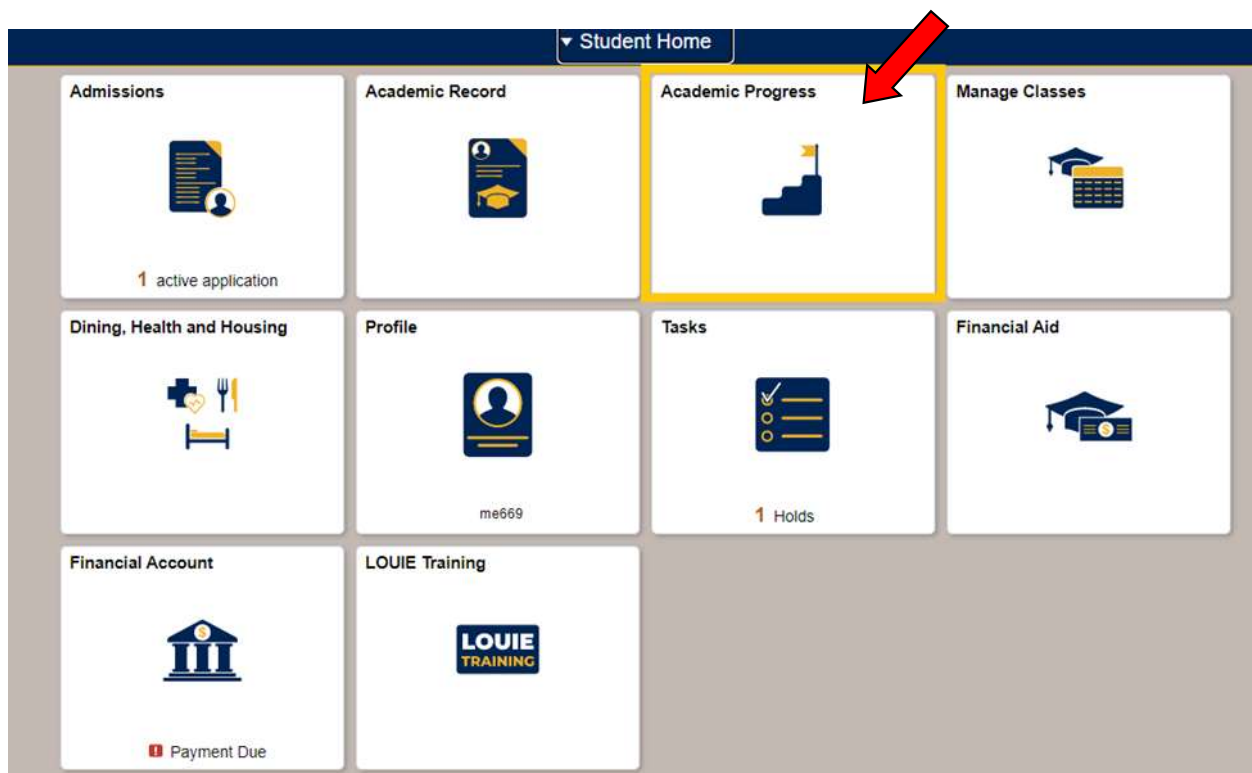
NOTE: We are unable to accept *typed* signatures on the Program of Study.

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).

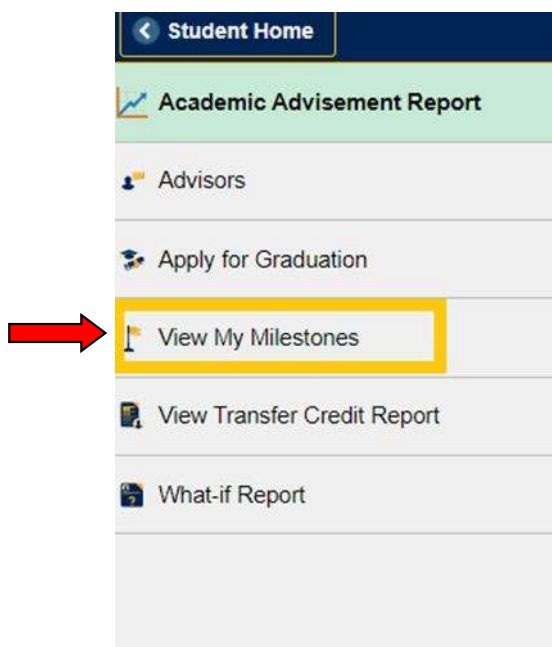
[Applying for Graduation \(a Two-Step Process\)](#)

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.

Milestone List

| Milestone List | | | | | | |
|--------------------------|------------------------------|---------------|-----------------------------|----------|---------------------|----------------|
| Milestone | Milestone Level | Status | Institution | Career | Program Description | Date Attempted |
| Program of Study-Masters | Educ Ldrshp-Pncpl K-12 (MED) | Not Completed | Northern Arizona University | Graduate | GRAD-Degree Seeking | |

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

Program of Study-Masters

Please verify your academic plan below and upload your final approved Program of Study (POS). A final approved POS must be uploaded prior to being eligible to apply for graduation. If your POS is revised, please upload the latest version here. You, your advisor, and the Grad College can reference your POS here at any time. This milestone will remain in Not Completed status to allow for additional uploads as needed.

Milestone Details

Milestone Level: Educ Ldrshp-Pncpl K-12 (MED)
 Status: Not Completed
 Academic Institution: Northern Arizona University
 Academic Career: Graduate
 Academic Program: GRAD-Degree Seeking
 Academic Plan: Educ Ldrshp-Pncpl K-12 (MED)

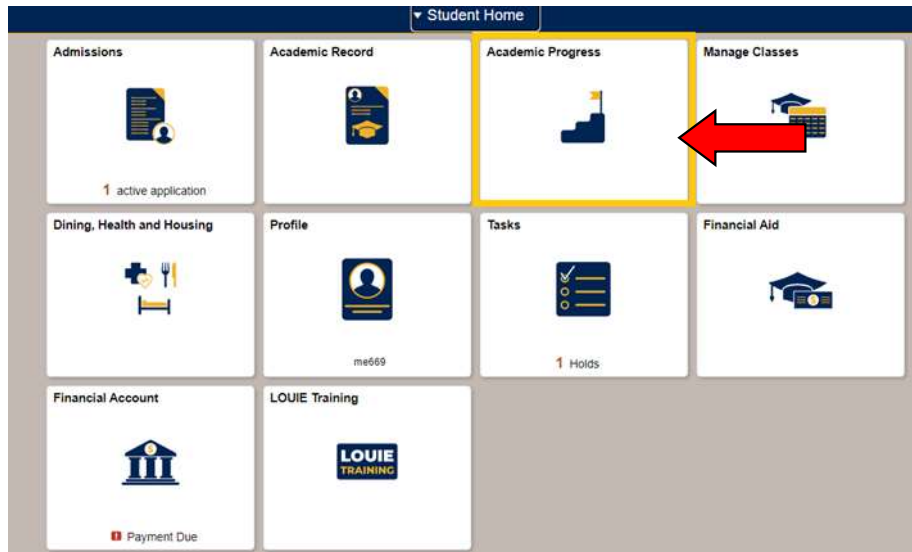
Student Documents

| Attached File | Created | View | Add |
|---------------|---------|-------------------------------------|------------------------------------|
| | | <input type="button" value="View"/> | <input type="button" value="Add"/> |

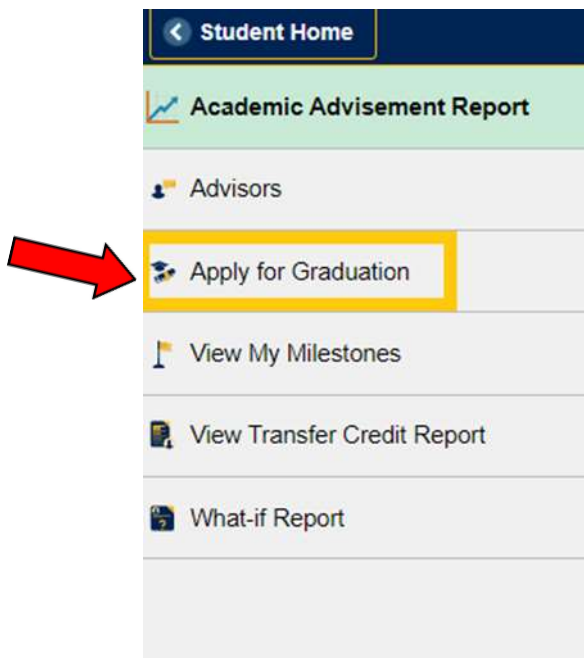
Once uploaded, you will become eligible to apply for graduation within an hour. If you upload your Program of Study on a Sunday, there may be a delay if Louie is being updated; these updates typically occur every Sunday, especially in the early morning, Arizona time.

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.**

Search Plan Enroll My Academics

Apply for Graduation

Submit an Application for Graduation

Click on the Apply for Graduation link to proceed with your application or to check your application status. If the link is not visible you may not be eligible to apply for graduation at this time. Please see your Academic Advisor for more information.

| | |
|--|---|
| Program: GRAD-Degree Seeking | |
| Northern Arizona University Graduate | |
| Degree: Master of Education Masters: Educational Leadership | Apply for Graduation  |

Please visit <http://nau.edu/graduation> for more information about applying for graduation, commencement ceremonies, or your diploma.

- In the "Expected Graduation Term" drop-down menu, select the term in which you intend to complete your degree requirements.

Apply for Graduation

Select Graduation Term

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

| | |
|---|------------------------------------|
| Program: GRAD-Degree Seeking | |
| Northern Arizona University Graduate | |
| Degree: Master of Education Masters: Educational Leadership | |
| Expected Graduation Term | December 2019 - End of Fall Term ▼ |
| Graduation Instructions | |
| The Fall 2019 term ends on Friday, December 13th, 2019 and all degree requirements must be completed by this date in order for you to graduate. | |
| Please see nau.edu/commencement for information about the commencement ceremony. | |

- Verify your name. Please check carefully the spelling, format, and capital/lower case letters.

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:

| |
|--|
| <p>Diploma Name</p> <p><input type="radio"/> Print this exact name on my diploma(s)</p> <p style="text-align: center;">Louis Randall Lumberjack</p> <p><input type="radio"/> Change Name</p> |
|--|

If your diploma name is listed incorrectly, select the “Change Name” option to enter the corrected version.

Change Name

First Name

Middle Name

Last Name

Save my name

6. Verify your current 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

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

Change Phone Number

Phone

Save my phone number

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.

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.

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.**


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. 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:

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

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.

| |
|--|
| Graduation Application Acknowledgement |
| By submitting this online application, I acknowledge: |
| <ul style="list-style-type: none">• I have verified the above information is correct and understand that online changes, other than address, cannot be made after submission.• 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">◦ 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).• If I do not satisfy 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. |
| <input type="checkbox"/> I agree  |
| <input type="button" value="Select Different Program"/> <input <img="" alt="red arrow pointing to the button" data-bbox="954 1591 1052 1623" type="button" value="Submit Application"/> |

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 with any questions or concerns.