**Graduate College Bookmarks**

**Information below is on the Graduate College website-Student Resources**

**Getting Started link** <http://nau.edu/GradCol/Student-Resources/>

* Housing, childcare, healthcare, insurance

Also **Financing your Education** link: <http://nau.edu/GradCol/Financing/>

**Policies below are on the Graduate College website-Succeeding link**

<http://nau.edu/GradCol/Student-Resources/>

**Grade Point Average:** If you are working toward a graduate degree, or graduate certificate, you must maintain a 3.0 grade point average for all courses taken and for all courses required in your plan. No more than 6 units of C grades can be counted on a master’s degree. A grade below C does not earn graduate credit.

**Course Load:** The minimum full-time course load for graduate students is 9 units of credit during fall or spring term, with 16 units as the maximum (12 units for graduate assistants).

**Transfer Credits:** Transferring credits to a graduate degree program is not routinely done.  A petition to transfer credit is, by definition, a request for an exception to the rule that all graduate courses are taken at Northern Arizona University.  Transfer credit is not guaranteed in advance.  Three levels of approvals (advisor, department, and Graduate College) are required on the petition indicating that denial is possible at three levels.  Petitions to transfer credit should be submitted early in your program to avoid the risk of delayed graduation if the petition is not approved.

To be considered for transfer credit, your courses must:

* have been earned at a regionally accredited institution
* have been earned with a grade of A or B

(We will accept a pass grade if the course is graded only on a pass-fail basis.)

* have been earned within the six-year period required for completing your degree at Northern Arizona University (master’s degree only)
* be applicable to a graduate degree at the institution where the credit was earned
* meet the Arizona Board of Regents’ requirement for credit: A minimum of 45 hours of work is required for each unit of credit. (Note: An hour of work is equivalent to 50 minutes of class time, often called a “contact hour,” or 60 minutes of independent study work. We require at least 45 contact hours for each 3-credit course, and we assume at least 90 hours of student homework for that course.) Ordinarily, a course must cover a one-week period for every unit of credit given.
* the number of units you transfer from other institutions cannot exceed twenty-five percent of the total minimum units of credit required for your master’s degree or graduate certificate. A student in the M.Ed. in Secondary Education plan may transfer 12 units in the content area.

Master’s students must complete the **Petition for Transfer Credit** form.

**Time Limit:** You must complete all requirements for your master's degree within a six-year period. If you take courses from other institutions and transfer them to your program at Northern Arizona University, they must also be taken within the six-year period.

**Continuous Enrollment Policy:** If you are in a master’s degree program and do not enroll for three consecutive semesters (does not include summer), you will be considered withdrawn from the university and must reapply for readmission to resume your degree program. In extenuating circumstances, you may petition for exception to the continuous enrollment policy. The petition form which is available on the graduate college website <https://policy.nau.edu/policy/policy.aspx?num=100326>

**Academic Integrity:** Northern Arizona University regards acts of academic dishonesty—including, but not limited to, plagiarism, cheating, fabrication, forging an instructor’s signature, stealing tests, copying themes or tests from other students, or using “crib notes”—as very serious offenses. If you are charged with academic dishonesty, you are subject to the Arizona Board of Regents’ Student Code of Conduct and procedures established by Northern Arizona University, specifically the Academic Dishonesty policy, that are outlined in the <http://nau.edu/Student-Life/Student-Handbook/>.

**Academic Recognition:** At the time of graduation, if you have earned a cumulative grade point average of 3.90 or higher for all courses taken at Northern Arizona University on your plan of study, we recognize you with the notation "with distinction" on your transcript.

**Forms:** <http://nau.edu/GradCol/Policies-and-Forms/Forms/>)

* + Leave of Absence petition
  + Time extension (master’s degree: over 6 years)
  + Transfer credit petition
  + Override authorization

**Graduate Assistantship Policy Handbook:** <http://nau.edu/GradCol/Financing/Grad-Assistantships/>

**Enhancing Your Education** <http://nau.edu/GradCol/Student-Resources/>

* Graduate Student Government (GSG)
* Graduate Student Support Groups
* University Clubs and Organizations
* Event Calendar
* Workshops
* Professional Development Opportunities

**Graduation Information and Application**: <http://nau.edu/GradCol/Student-Resources/Graduation/>

* + Applying for Graduation: forms and deadlines
  + Commencement dates
  + Posting of degrees