

NAU Graduate College

DLS Business Process Summary

Admission

The following admission processes apply to all distance graduate students, degree and nondegree.

Degree- or Certificate-seeking Applicants

Anyone applying for a master's degree or an NAU graduate certificate shall:

- Submit an **Application for Graduate Admission**. (This can be done online at: www.nau.edu/gradcol.) Online applications receive priority processing. When an applicant submits an online application, notification is sent to the department and the statewide site via email. The message will contain information from the student's application needed for processing. The online application incorporates information required by the Graduate College **and** the department. Paper applications require the student to submit two applications, a Graduate College and a departmental application.
- Complete **Arizona Residency Verification form**. (Inclusive in the online form.)
- Submit **\$50.00 application processing fee** (non-refundable, inclusive in the online form.)
- Submit **official transcripts** from the university where they received bachelor's degree to the Graduate College Office. **If they received their bachelor's degree from NAU they do not need to submit transcripts.**
- Submit any additional **program application materials** to the appropriate department.

Once the Graduate College has received official transcripts, an electronic recommendation is enter into the system. The department evaluates the application and recommends admission or denial to the Graduate College.

The Graduate College reviews the department's admission recommendation and sends an admission or denial letter to the applicant. This letter specifies whether admission is regular or conditional and states the conditions that must be met. Copies of the admission letter are sent to the department and to the DLS site.

- **Conditions of admission:** The Graduate College monitors conditions of admission. When the conditions are satisfied, the Graduate College changes the student's status to regular and notifies the student of the change with a letter, with copies to the department and the statewide site.
- **Pre-plan Status:** Students should submit their applications at least four to six weeks before they wish to register, although we accept applications throughout the semester. A student will be admitted to a pre-plan status until their transcripts and

other materials arrive and can be evaluated. The pre-plan is intended to be a temporary status. Students should submit their transcripts and program application promptly. Reminders are sent to the student. If the missing items are not received within one semester, a hold will be placed so the student cannot enroll for the next semester.

Nondegree Applicants

Anyone interested in taking courses for endorsement or personal enrichment are considered nondegree applicants and shall:

- Submit a **nondegree application**.
- Complete the **Arizona Residency Verification form**.
- Submit **\$25.00 application processing fee** (non-refundable)

No more than 12 hours earned as a nondegree student can be applied to a master's degree program.

Nondegree students are not eligible for financial aid

Readmission

A student can skip three consecutive major semesters (fall and spring) at NAU without penalty. If they **miss more than three consecutive major semesters, they must apply for readmission**. They can only be readmitted to the same program to which they were initially admitted. (Easy way to check is on student records – if study is active, no need to apply for readmission. If student is Discontinued, they must apply for readmission.)

Anyone seeking readmission to the same degree program shall:

- Submit **regular degree-seeking application form**.
- Pay **\$25.00 application processing fee**.(non-refundable)
- Letter of readmission is sent to student, department and statewide site.

Change of Program

Students who wish to change their degree program objective shall:

- Submit the **“Request for Change of Graduate Degree or Certificate Program” form**. (This form can be found at: www.nau.edu/gradcol under “Publications/Forms”).
- Submit **\$50.00 application processing fee**. (non-refundable)
- Submit **program application materials** to appropriate department.
- Student does **not** have to resubmit official transcripts

NOTE: This form shall not be used by a nondegree student who wants to pursue a master's degree or certificate program. The nondegree student shall complete the Application for Graduate Admission.

Second Master's Degree

An applicant who has completed a master's degree with NAU, or at another university, can earn a second master's degree, and shall:

- Complete **Graduate admission application form**
- Complete **Arizona Residency Verification form**
- Submit **\$50.00 application processing fee**. (non-refundable)
- Submit **official transcripts** where they received their bachelor's and master's degrees. **If they received bachelor's and master's degrees from NAU they do not need to submit transcripts.**
- Submit **program application materials** to appropriate department.

NOTE: A student completing a second master's degree may, with their advisor's approval, use up to **nine hours of coursework from a previous master's degree** to satisfy the requirements for a second master's degree at NAU. All of the remaining hours for the second master's degree must be earned at NAU. **The six year time limit does not apply to the courses from the first master's degree.**

Post-Admission Processes

Transfer Credit

Students who have been admitted to a graduate program and have earned graduate credit at another institution may petition the Graduate College to apply such credit to their program of study. To petition, the student shall:

- Complete a Petition for Transfer Credit (Form and instructions are on the Graduate College website).
- Attach an official transcript to the petition
- Obtain required signatures
- Submit to the Graduate College. Due to system requirements, we are unable to post transfer credit until the first day of the student's admit term.

NOTE: the number of hours that may transfer from other institutions shall not exceed 25% of the total minimum hours required for the master's degree. A student in the M.Ed. in Secondary Education may transfer 12 hours in the content area. The six-year time limit applies to transfer credits. (See below.)

Notification of approved transfer credit is sent via e-mail to the student and to the site. An student or advisor can also check on LOUIE to verify that transfer credit has been posted (Student self-service – transfer credit report.)

Graduation

- **Form and instructions are on the Graduate College website.** Includes information regarding addendum (form on web), verification letters, posting of degrees and mailing of diplomas
- **Deadlines.** The deadline insures that the student's name will appear in the graduation program. Students who submit a graduation application after the deadline will not have their names in the program. DLS students should submit graduation applications well ahead of the deadline to insure that the paperwork reaches the graduation coordinator by the stipulated deadline.
- **Notification of approval.** The Graduate College mails a copy of the approved Application for Graduation to the student and to the site. The student also receives an e-mail from the Registrar's Office notifying them that the Application for Graduation has been approved.
- **Future enrollment.** No enrollment is permitted after the graduation date without a new admission application. Degree will not be posted until either a new admission application is submitted and processed, or the student postpones their graduation date or drops the courses for a future semester. This notice is attached to approved application copy mailed to the student.
- **Changes to an Approved Graduation Application.** An Addendum form must be completed, signed and submitted to the Graduate College if a student needs to add, delete or change items after their graduation application has been approved. The form requires the student's signature as well as the signatures of the adviser, department chair and the Graduate College. This form is available on the Graduate College website.
- **Helpful information** is included with copy of approved application mailed to the student:
- **Regalia:** Cap/gown/hood and announcement information can be obtained through the NAU Bookstore <http://www.nau.edu/bookstore> or by phone at (928) 523-4041 or (800) 426-7674.
- **Degree Posting:** The posting of degrees begins after all grades for the semester have been confirmed by the Office of the Registrar (usually two weeks after the date of graduation). It can take 4-6 weeks to post all degrees once the process begins.
- **Rush Requests for Degree Posting:** A rush means that, if all degree requirements have been met, the degree will be posted on the first day possible. Students may request a rush by completing a Transcript Request form or by making a request in

writing to the Office of the Registrar. Include in the letter current and former names, NAU ID#, dates of attendance, the address to which the transcript should be sent, the requestor's address and telephone number, and signature. Write "RUSH HOLD FOR DEGREE" on the request. There is a \$10 fee for rush processing, a \$6 fee for each official transcript, and an additional fee of \$15 for FedEx mailing. Send rush requests to the Office of the Registrar, Box 4103, Flagstaff, AZ 86011-4103.

- **Verification Letters:** A student may request in writing from the Graduate College a letter of verification indicating that "fulfillment of degree requirements is in progress," or a letter stating "all degree requirements are completed" (this letter is only for students finishing all coursework after Summer Session I, or statewide students finishing course work mid Fall or Spring term). We do not provide a letter stating that your degree has been conferred. Include name, NAU ID#, degree program, the address and/or fax number to which the verification letter should be sent, and requestor's telephone number and address. Send your request to the Graduate College, Box 4125, Flagstaff, AZ 86011-4125 or e-mail the information to Lucinda.Topham@nau.edu. An approved Application for Graduation must be on file before a verification letter can be requested.
- **Diploma Mailing:** Every effort is made to mail diplomas within 45 days of the graduation date. NOTE: Any financial hold placed by the Bursar's Office will prevent the mailing of a diploma. If a graduate has not received their diploma within 60 days of your graduation date, they should contact the Graduation Coordinator at (928) 523-9636.

Other Useful Information

- **Minimum g.p.a.** A student must have 3.0 or higher g.p.a. in order to graduate. Two C grades may appear on the program of study, but those C grades must be balanced by a minimum of two A grades on the program of study. A graduate student who earns more than six hours of grades of C or below cannot continue in the graduate program.
- **Repeating courses.** In the rare cases, a graduate student may choose to repeat a course to improve their grade. In order to repeat a course, the student must complete the Graduate Course Repeat Enrollment Form, available on the Registrar's Office website. There is no grade replacement at the graduate level – both the original grade and the repeat grade appear on the transcript and are calculated into the cumulative g.p.a.
- **Time Limit.** All courses on a master's degree program of study must be completed within a six year period. If a student transfers in a course taken at another university before they started at NAU, the six years starts from the date of that course. There is the possibility of a one year extension on this time limit. The **Petition for Extension of Time Limit** is on the Graduate College website

(forms and publications section). The time limit on Ph.D. and Ed.D. programs is eight years.

- **400-level courses.** A student may include a maximum of two 400 level courses (6 credit hours) on a master's degree. Complete the Override Authorization-Audit/Class Links/Out of Career form – available on Registrar's website.
- **593 courses.** A student may include a maximum of two 593 courses (6 credit hours) on a master's degree, with a maximum of two.
- **2nd Master's Degree.** A student may count up to nine hours of coursework from any previous master's degree (NAU or other) with all remaining hours earned at NAU. The six year time limit does not apply to these 9 hours. Students cannot combine this rule with the regular transfer credit policy.

Residency Classification and Reclassification

Residency for Tuition Purposes

Three basic requirements

- Twelve Months Continuous Presence in Arizona
- Intent to Establish a Domicile (Arizona drivers license, motor vehicle registration, voter registration and banking)
- Financial Independence

How is residency determined?

- From the Arizona Residency Verification form – last part of the Application for Graduate Admission. If the verification page is submitted separate from application, include a student ID number.

Exceptions

- **Company Transferred Employee** – The employer required the student or spouse to move to Arizona. The employee must be full-time. This is a permanent change of status. Student must complete the Company Transfer form and submit supporting documents.
- **Military Personnel** – Student, dependent or spouse who is a member of the armed forces or recently honorably discharged. This is a permanent change of status. The student must complete a Military Personnel Change of Residency Classification form and submit supporting documents.
- **Full-time Teacher or Classroom Aide.** This applies to a student who has lived in Arizona less than one year, has a current contract with a school district and is taking classes for teacher certification. Residency classification is for semester

only. Student must reapply each semester. Student must complete the Waiver of Non Resident Tuition for Full Time Teachers or Full Time Classroom Aide and supporting documents. The verification of course work must be signed by the chair of the appropriate academic department or the local area coordinator before submission to the Graduate College.

- **Good Neighbor.** Student is resident of certain areas in California, Nevada, New Mexico or Utah. (See NAU Catalog for details.) Student must enroll in no more than six credit hours at a statewide site. Classification is for semester only and must be updated each semester. No forms required. (Classification is done at Graduate College based on information on Arizona Residency Verification Form.)
- **Native American.** Student is Navajo, Zuni or Quechon and lives on a reservation that lies in Arizona and an adjacent state. No forms required. (Classification is done at Graduate College based on information on Arizona Residency Verification Form.)

Petition to Change Residency

If a student was classified as non-resident, has resided in Arizona for 12 continuous months and attended NAU at least one semester, the student may petition to change their residency. This is a permanent change. See Graduate College website for Petition form. Deadline is the last day of regular registration for the semester.

Who Does What in the Graduate College Office.

928-523-4348, www.nau.edu/gradcol

Tracy Botts- Office Specialist, 523-5316. **Front desk person, application data entry.**

Karen Cornelius- Office Specialist, 523-4348. **Answers telephones, application data entry.**

Victoria Endres, Office Specialist, 523-8254. **Accounting, University Graduate Committee, support for Associate Director and Associate Dean.**

Maria Maresca – Office Specialist, 523-6905. **Oversees file room, tracks applications and incoming transcripts, responds to inquiries, distributes publications.**

Shirley Robinson – Program Coordinator Senior, 523-6902. **Oversees main office, evaluates transcripts, resolves problems.**

Lucinda Topham – Program Coordinator. 523-9636. **Applications for graduation and degree posting, transfer credit, data and reports.**

Gail Westerlund- Management Analyst, 523-4299. **Data and reports, international credential evaluation, on-line application expert.**

Eva Wells – Program Coordinator. 523-4349. **Residency reclassification, graduate assistantships and tuition waivers.**

Tom Carpenter – Associate Director for Graduate Services, 523-8927. **Thesis and dissertation format, surveys and statistics, LOUIE expert.**

Patricia Baron - Director of Graduate Admissions and Associate Dean of the Graduate College, 523-6728. **Approves admissions, petitions, exceptions to regulations, transfer credit, doctoral candidacy.**