

NAU Graduate College Business Process Summary

Admission

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

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.
- Submit **\$50.00 application processing fee** (non-refundable)
- 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.**
- Complete **Arizona Residency Verification form**
- Submit **program application materials** to the appropriate department

Once the Graduate College has received official transcripts, a copy of the application and transcripts will be sent to the department for consideration. The department recommends admission to the Graduate College.

The Graduate College reviews the recommendation and sends an admission 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. If a student applies shortly before the start of the semester, they 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 the student. If they are not received within one month, a hold will be placed so the student cannot enroll for the next semester.

Nondegree Applicants

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

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

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, must apply for readmission.)

Anyone seeking readmission to the same degree program shall:

- Submit **regular degree-seeking application form**.
- Pay **\$25.00 readmission 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.

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**
- Submit **\$50.00 application processing fee**. (non-refundable)
- Complete **Arizona Residency Verification form**
- Submit **official transcripts** where they received their bachelor's degree. **If they received bachelor's degree from NAU they do not need to submit transcripts. If their first master's was from NAU and awarded within the last four years, they do not have to submit new 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.**

Other Business Transfer Credit and Application for Graduation

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 on the web).
- Attach an official transcript to the petition
- Obtain required signatures
- Submit to the Graduate College

NOTE: the number of hours that may transfer from other institutions shall not exceed twenty-five percent 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 (See below.)

Graduation

- **Form and instructions on the web.** 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 ahead of the deadline to insure that the paperwork does reach the graduation coordinator by the stipulated deadline.
- **Future enrollment.** No enrollment after graduation date without new 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.
- **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.
- **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. 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. **Cannot mix 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 Affidavit** – 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 Affidavit and submit supporting documents.
- **Full-time Teacher or Classroom Aide.** If student 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 before submitting the form 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.) Classification is permanent.

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

Karen Cornelius- Office Specialist, 523-5316. **Front desk person, application data entry.**

Victoria Endres- Office Specialist, 523-4348. **Answers telephones, application data entry.**

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

Gail Westerlund- Program Coordinator, 523-4299. **Processing online applications, data and reports, international credential evaluation.**

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

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

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

Marla Weidenaar, Accounting Specialist, 523-8254. **Accounting, University Graduate Committee, assists with admission application processing, support for Assistant Director and Associate Dean.**

Tom Carpenter – Assistant 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.**