

**SURVIVAL GUIDE
FOR
GRADUATE COORDINATORS
AND
DEPARTMENTAL STAFF**

**A Reference Guide
for
Graduate Coordinators, Departmental
Staff, and Faculty**



GRADUATE COLLEGE
NORTHERN ARIZONA UNIVERSITY

Celebrating 65 Years of Graduate Education

January 2002

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INQUIRIES AND REQUESTS FOR INFORMATION

All requests for information and application materials should be forwarded to the Graduate College. Whenever possible, requests should be made through the Graduate College website on the Request for Information form. The Graduate College mails information, including the *Graduate Studies Viewbook*, the application for graduate admission, departmental information and departmental application, to prospective students. Packets are mailed on a weekly basis, or more often during busy periods.

The Graduate College can provide a report to departments on a regular basis on all inquiries to the department's programs.

ADMISSION

Degree-seeking Status

An applicant wishing to pursue a graduate degree at NAU must submit:

1. Application for Graduate Admission form
2. Application processing fee of \$45.00
3. Official transcripts from all colleges and universities attended

All of these materials must be submitted to Graduate College, PO Box 4125, Flagstaff, AZ 86011-4125. An on-line application is available on the Graduate College website.

Most programs require additional forms and materials that must be submitted directly to the academic program by the application deadline.

Deadlines

Most graduate programs have an application deadline. Application materials received by the Graduate College are forwarded to the department as quickly as possible. If the program does not have a deadline, the materials must be submitted to the Graduate College at least six weeks before the start of the semester in which the student intends to register.

IDMS-Student Information System

The Graduate College uses the AD11 screen in the IDMS student information system to record much of the information concerning an application for graduate admission. View only access to AD11 is available to departmental staff. Refer to the Appendix for an overview of the AD11 screen. To request access, complete the IDMS Security Access Request form, available on the Information Technology Services website, and submit to Pat Baron in the Graduate College.

Student Identification Number

By state law passed in 2001, NAU cannot use a student's Social Security number as the student identification number, unless a student expressly permits it. During fall 2001, NAU's student information system was modified to generate a nine digit student identification number, which is found on the AD11 screen if the student chooses not to use their Social Security number as their identification number. All application forms and other records forms should refer to the student identification number, not to a Social Security number. (NAU is required to have the

student's Social Security number on file for other purposes, such as tax reporting, but it cannot be used as the student id unless the student agrees.

Application Processing

Applicants must have a bachelor's degree from a college or university accredited by the appropriate regional accrediting association. (Students completing the final year of the bachelor's degree may apply. If admitted, the admission is contingent on satisfactory completion of the bachelor's degree and submission of an official transcript showing the awarding of the degree.)

Applicants are expected to have adequate undergraduate preparation for their intended major area. Depending on the program, as little as a minor (18 hours) or as much as a major may be required. At the discretion of the department, students may be required to have as a prerequisite to graduate study any undergraduate course that is normally required of undergraduate majors in the field.

When the Graduate College receives the application, application fee and transcripts, the staff prepare a Graduate Admissions Recommendation Form and calculate the undergraduate grade point average for that student and enter it on the Recommendation Form (as well as the AD11 screen). The Recommendation Form, a copy of the Application for Graduate Admission and copy of the transcript(s) are forwarded to the department for review. Applicants with an undergraduate grade point average below 2.50 will be denied admission by the Graduate College unless there is additional information to indicate the student's likelihood of success in graduate study.

Most graduate departments require additional application materials from applicants and have an application deadline. In that case, wait for the additional materials arrive. The admissions committee should review all applications that have been received by the departmental deadline. When admission and denial recommendations are made, indicate the recommendation on the Graduate Admissions Recommendation Form and return it to the Graduate College. Admission and denial letters are sent out from the Graduate College soon after receipt of the Graduate Admissions Recommendation Form.

If the graduate program does not require additional materials and does not have an application deadline, the Graduate Admissions Recommendation Form should be reviewed in a timely manner and a recommendation made to the Graduate College on the form. The student will then be notified of their status.

International Applicants

International applicants must complete the International Application for Graduate Admission, and submit the application-processing fee, with official transcripts, a financial guarantee and supporting documentation, and their TOEFL score of at least 213 on the computer-based test (550 on paper test). (The TOEFL requirement is waived for native speakers of English and graduates of U.S. universities. However, non-native speakers of English applying to the MA in English, MA in TESL and PhD in Applied Linguistics must submit TOEFL scores.) The application deadlines for international students (for those applying to programs

without a deadline) are: March 1 for summer or fall semester and October 1 for spring semester.

Financial Guarantee: International students are required to submit documentation showing that they can support themselves while they are pursuing their education at NAU. If the support comes from personal or family resources, the applicant usually submits a bank statement or other financial documentation showing financial resources to cover tuition and living expenses. If the student plans to include a graduate assistantship and/or tuition waiver scholarship as part of their resources, that fact will be noted on the Graduate Admission Recommendation Form. If you plan to offer the student a graduate assistantship or tuition scholarship, please note that on the Addendum to the International Graduate Admissions Recommendation Form and submit the Graduate Assistant Recommendation Form or Graduate Scholarship Recommendation Form to the Graduate College with the admission recommendation.

Program in Intensive English (PIE). English Proficiency: Applicants who meet academic admission requirements, but who lack the required level of English proficiency, may enroll in the **Program in Intensive English (PIE)**. PIE is designed to meet the academic needs of international students by providing them with academic English preparation and support. It specializes in teaching the skills that are essential to a student's successful performance at the university level. While enrolled in PIE, students are entitled to all university privileges.

I-20 Form. The I-20 is the form that the student must present to the American consulate in their home country to obtain a student visa. After the student's admission is approved, the Graduate College prepares the I-20 form and sends it to the student with their admission letter. The I-20 cannot be sent until the admission is approved and financial documentation is verified.

Non-degree Status

Applicants who wish to take courses at NAU but not earn a degree are granted non-degree status. These applicants must complete an Application for Admission-Nondegree and Workshop form and submit an application processing fee of \$15.

Graduate Certificates

At this time, NAU's student information system is not able to identify students pursuing graduate certificates as a separate group, so they are classified as non-degree students (unless they are already in a master's degree). A student seeking a graduate certificate must submit an official transcript showing their bachelor's degree, as well as submit the appropriate form and other materials required by the unit offering the certificate.

Teacher Certification

Applicants who wish to pursue teacher certification complete an Application for Graduate Admission – Non-degree and submit a processing fee of \$15. Teacher certification applicants must submit official copies of their undergraduate transcripts to the student services office, Center for Excellence in Education.

Readmission

Students who have not enrolled for three or more consecutive semesters must submit an application for readmission and application processing fee of \$15. The Graduate College will contact the academic department the student wishes to reenter to determine if the student should be readmitted to that program.

Second Graduate Degree

A student who has completed one graduate degree at NAU and wishes to pursue another graduate degree, either a second master's degree or a doctorate, must apply to the Graduate College for admission to that new program. New transcripts are not required, but all departmental application materials for the new program are required by the application deadline for that program.

Change of Program

A student who wishes to change their graduate program from one department to another must submit a change of program form to the Graduate College. The student must also submit all required departmental application materials for the new program as required by the application deadline for that program.

Admission Status

Regular. These students have met all admission requirements of the Graduate College and of the academic program.

Provisional. These students are not qualified for regular status for some reason; for instance, they lack prerequisites for the program, have not yet taken a required entrance exam, or have some other deficiency in admission requirements. Normally, a student should fulfill their provision before completing 12 hours of graduate credit.

Change of status to regular. Each semester, the Graduate College sends to graduate departments a list of all their students on provisional status. The department is expected to check the list and notify the Graduate College about students who have completed their provisions. The department may notify Graduate College, in writing or via e-mail, at any time during the year, that a student has fulfilled the provisions of their admission. The department should also work with graduate students and their advisors to insure that provisions are completed on a timely basis.

Final Transcripts

Students are often admitted in the final semester of the senior year (or master's program) under the condition that they submit a final transcript showing final grades and the awarding of their bachelor's (or master's) degree. The Graduate College monitors these students and sends reminders about submission of the final transcript. If the student does not submit the final transcript by the designated deadline, they are prevented from registering for future semesters.

Residency (for Tuition Purposes)

The regulations governing residency classification (resident or non-resident for tuition purposes) are in the *Graduate Catalog* and at <http://www4.nau.edu/uadmissions/res.html>.

The Graduate College determines residency based on the information provided on the Arizona Residency Verification Form on the reverse side of the application for admission. Any changes to that status are made by NAU's Residency Classification Officer. There is a Petition to Change Residency Status that is available from the Residency Classification Officer (also available at <http://www4.nau.edu/uadmissions/res.html>). Substantial documentation is required with the reclassification petition. The deadline to file a Petition to Change Residency Status is the Friday of the first week of classes.

Orientation

Included with the student's admission letter is an information sheet containing information about immunization requirements, how to register, and the Graduate College's orientation program.

The Graduate College holds an orientation program for new graduate students in the week preceding the start of classes in August and in January. The August program for new graduate students lasts all morning, and there is an afternoon session for new graduate assistants (required for all new graduate assistants). The program in January is two hour program for new graduate students.

GENERAL GRADUATE PROGRAM REQUIREMENTS

Advisement

When a student is admitted to a graduate program, the department assigns an advisor. In some cases, the graduate coordinator serves as advisor for all incoming students for the first semester, until the student requests that another faculty member, in their area of specialization, serve as their advisor. In some programs, admission is contingent upon a faculty member's willingness to serve as an advisor for that student.

Program of Study Form

Each program of study form should include the following information:

- 1) the student's name, student identification number and mailing address.
- 2) a list of the courses the student must take to complete requirements for the degree. This list is used to approve the student for graduation.
- 3) a statement that a final oral examination or final written examination is necessary to complete the degree requirements, if one is required.
- 4) signature of the student's advisor, and advisory committee, if required, approving the program of study. The student may also sign the program of study form.

The student's program of study form should be drafted as early as possible. It is assumed that it will be a draft version because course offerings may vary from year to year, but it is important for the student to have a clear understanding of exactly what is required for the degree.

The latest version of the program of study should be in the student's departmental file. The student should also have a copy. A copy should be

filed with the application for graduation. For doctoral students, a copy must be filed with Application for Admission to Candidacy.

Course Loads (Full-time/Part-time Status)

For graduate students, 9 credit hours during fall and spring semester and the 10 week summer session is considered to be full-time enrollment and 5-8 hours is considered to be half time. The maximum course load for graduate students is 16 hours of graduate courses in a semester.

Graduate assistants on a half-time assistantship (20 hours per week) can enroll in no more than 12 hours per semester. A student cannot enroll for more than 6 hours of credit during any five-week summer session or more than 1 hour per week for pre-session courses.

A graduate student can carry an overload (more than the maximum number of hours explained above) only with the approval of their advisor. To register for an overload, obtain the appropriate signatures on the Overload Approval Form (available from the Registrar's office or their website) and submit it when registering.

Continuous Registration

Even after a student has completed all course requirements for a degree, they may need to use laboratory, library or other facilities to carry out required independent study or research. For the protection of both the student and the university, the student must be enrolled for credit hours during any semester that they use university facilities or require the professional time of faculty members.

When a student is doing independent study or working on a thesis or dissertation, they are expected to register for the number of credits that adequately reflect the amount of faculty involvement and their use of university facilities. A student in residence who is using laboratory and other research facilities and is interacting with their faculty advisor on a regular basis, should register for at least 3 credit hours. A student who is not on campus but who is corresponding with their advisor as they work on their thesis or dissertation should register for at least 1 credit hour. During the semester that a student completes and defends their thesis or dissertation, they should register for at least 3 credit hours to reflect the demands on faculty time.

To avoid having to sign up for additional credit hours after the semester in which a student defends, they must submit the final approved copies of their thesis or dissertation to the Graduate College by the last day of the semester in which they successfully defend. If this deadline is not met, the student must register for 3 hours of thesis (699) or dissertation (799) credit each semester after their defense until the final copies are submitted to the Graduate College. For more information, see the section titled Thesis and Dissertation Requirements.

Leave of Absence

A Petition for Leave of Absence must be filed no later than the last day for adding classes during the semester in which the leave is to start, and cannot be granted retroactively. Students on an approved Leave of Absence are not required to apply for readmission. Students who are absent beyond the end of an approved Leave of Absence will be required to apply for readmission as a graduate student and to the appropriate

academic department. A Leave of Absence will be extended beyond a year only under exceptional circumstances.

Faculty Pursuing Advanced Degrees

NAU policy does not permit higher administrative officers and faculty with the rank of assistant professor or higher to obtain advanced degrees at NAU.

An incoming instructor or lecturer planning to work toward an advanced degree can do so only if they declare their intent within one year of beginning their appointment at NAU and if they actually begin graduate work within this one-year period.

MASTER'S PROGRAMS

Master's Checklist

A checklist of the steps required to complete a master's degree, for both thesis and non-thesis programs, is available from the Graduate College and is also available on the Graduate College web site.

Coursework Requirements

To earn a master's degree at NAU, a student must complete at least 24 hours of formal coursework - that is, courses other than such individualized studies as independent studies, directed readings, and research.

In addition, the student must satisfactorily complete the number of graduate hours required for the program with a grade point average of 3.0 or better.

Undergraduate Courses on a Graduate Program

With advisor approval, up to two 400 level courses (up to 8 hours) may be included on a master's program of study.

Second Master's Degree

A student who has completed one master's degree at NAU must reapply for graduate admission before beginning work on another degree or graduate certificate.

With the approval of the advisor or advisory committee, a student can use up to 9 hours of coursework from a previous master's degree to satisfy the requirements for a second master's degree at NAU. The student must meet all program requirements for the second master's degree and all but the 9 hours must be earned at NAU. The six year time limit does not apply to the 9 hours from a previous master's degree.

Transfer Credit

Transferring credits to a graduate degree program is not done routinely. Before enrolling in one or more courses at another institution with plans to transfer the credits to a degree program at NAU, the student must obtain their advisor's approval.

To be considered for transfer credit, the courses must:

- have been earned at a regionally accredited institution
- have been earned with a grade of A or B. (A pass grade will be accepted if the course is graded only on a pass/fail basis.)

- have been earned within the six-year period required for completing the master's degree at NAU
- 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. A minimum of 45 contact hours is required 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 hours transferred from other institutions cannot exceed twenty-five percent (25%) of the total minimum credit hours required for the master's degree. A student in the M.Ed. in Secondary Education program may transfer 12 hours in the content area.

Other points to remember when petitioning for transfer credit:

- Extension and correspondence courses are not acceptable for transfer credit
- Some institutions offer "graduate" courses for certification purposes only and do not use the same courses in a degree program. NAU does not accept such courses for graduate credit.
- A course in supervised teaching is not acceptable for transfer to a master's degree program at NAU.

The student should complete the Petition for Transfer Credit (Master's Programs) (a separate form for each university where transfer credit was taken) and submit it to their advisor for approval. The advisor should send it to the Graduate College office for approval. An official transcript showing the transfer courses and grades must be submitted with the petition or be sent to the Graduate College office before the form will be approved. A copy of the approved form will be sent to the student and the academic department. If the petition is denied, the student and advisor will also be notified.

Time Limits - Master's Degrees

All requirements for the master's degree must be completed within a six-year period. Credit for transfer courses from other universities must also fall within the six-year period.

The Graduate College may grant one extension of the time limit, of up to one year, if there are compelling extenuating circumstances. The reasons for an extension include, but are not limited to, job relocation, military duty, pregnancy, illness, a serious accident, divorce, or other personal tragedies within the student's immediate household.

If a student wishes to petition for an extension of the six-year limit, they must do so on the form available from the Graduate College or on the Graduate College website. The request must be supported by the student's advisor and department chair before it will be considered by the Graduate College.

Master's Degree Committees

Many master's programs require that a student form a committee, chaired by their advisor, to guide them through their program and supervise their thesis. At least three faculty members must serve on this committee. The committee should be selected by the student in consultation with their advisor, and is officially appointed by the chair of the department responsible for that program. The committee membership need not be limited to members of one department. When the committee includes members from more than one department, it is normal to have at least two committee members from the department offering the degree. The Graduate Office should be informed as to the composition of the committee, but the committee is not formally approved or appointed by the Graduate Dean.

Thesis Committees

A minimum of three faculty are required to serve on a thesis committee. Normally, at least two faculty are from the NAU department where the student is earning his/her degree. Thesis committees may include adjunct faculty members as well as members of the university faculty and may include members from outside the university.

The responsibility of a thesis committee is to meet with the student at the earliest possible date after the committee has been appointed. The members of the committee should each be completely satisfied with the nature and scope of the problem to be studied. If some members disagree with respect to the appropriateness of the thesis/dissertation problem or its nature or scope, the committee should meet privately to iron out all differences among themselves before giving the student approval to proceed with the project. In every instance, the student's interest must be carefully preserved, so that the student does not complete his or her project as outlined by the advisor, only to find that other members of the committee are unwilling to approve it.

Final Oral or Written Examinations

Some master's degree programs require a final oral or written examination. If such a requirement is included in a program, the test(s) must be used uniformly for all students completing the program.

Oral Examinations. For a master's degree requiring a final oral examination, an examining committee of at least three faculty in the field(s) covered by the examination is required.

A two-thirds majority of those members serving on a committee is required to declare that a student has passed or failed an examination.

The content of an oral examination may vary from department and even from student to student.

An oral examination would normally require extended responses from students rather than "yes" or "no" answers, and thus would be in the same category as an essay examination. This would be particularly true of questions asked to give the student an opportunity to show his or her ability to apply knowledge that has been gained.

Many questions in an oral examination would be designed to allow the student to show his or her ability to integrate information gained from previous courses taken and from experience in the field.

DOCTORAL PROGRAMS

Doctoral Checklist

A checklist of the steps required to complete a doctoral degree is available from the Graduate College and is also available on the Graduate College web site.

Doctoral Program Committees

Doctoral students are guided by an advisory or program committee. Upon the recommendation of the chair of the department, 3-4 faculty are appointed to a committee to develop the doctoral program of studies, approve the research plan and supervise the research. Three members are appointed from within the department and at least one member from outside the department.

Residency Requirements

The purpose of our doctoral residency requirement is to provide the student with opportunities for conferences, seminars, individual study, and interaction with resident faculty and other graduate students.

To make this possible, students must agree to remain free from outside activities that would detract from scholarly study, research, writing, and the other professional activities that further their program of study. A student cannot satisfy this residency requirement while working full time.

Residency is defined as carrying a minimum load of 9 hours during a semester or 5 hours during a summer session. In all cases, the courses a student takes must be approved by the advisor and program committee. Course credits count toward your residency requirement accrue only after the student has been formally admitted to the program.

The specific residency requirements for the Ed.D. degree vary by academic major as follows.

Curriculum and Instruction. After being admitted to the Flagstaff-based program, you can meet the residency requirement in one of two ways:

- By completing at least two sequential semesters at NAU-Flagstaff, which can include either or both academic year and summer semesters (two five-week summer terms are equal to one semester)
- Or by completing at least two semesters at NAU-Flagstaff that are not sequential, which can include either or both academic-year and summer semesters.

Educational Leadership. You must satisfy the residency requirement by completing at least 24 hours of coursework on the Flagstaff campus that meets the conditions described in the preceding section (titled Residency Requirements) or by pursuing an alternative residency plan approved by the department. You must indicate on your program of study how you plan to fulfill this requirement.

Normally, you must be enrolled as a full-time student during the semesters, summer sessions, or workshop terms in which you are earning residency credit. Working part time (for instance, in a graduate assistantship) is permissible; however, working full time, on or off campus, does not satisfy the residency requirement.

Educational Psychology. For this program, you must complete at least two consecutive semesters of full-time residence during fall and spring semesters.

Transfer Credit – Doctoral Programs

Transfer credit for doctoral students is subject to the same regulations as for master's students – see page 9.

Transfer credit from other universities, including master's work that is being counted as meeting the overall doctoral degree requirements, should be listed on the doctoral program of study. At the time the student is admitted to candidacy, the transfer credit will be posted to the student's academic record by the Graduate College staff.

Comprehensive Examinations

A two-thirds majority of those members serving on a committee is required to declare that a student has passed or failed an examination. A student has two opportunities to pass the comprehensive examination. If the exam is failed twice, the student is dismissed from the program and from the Graduate College.

Dissertation Committees

The responsibility of a dissertation committee is to meet with the student at the earliest possible date after the committee has been appointed. The members of the committee should each be completely satisfied with the nature and scope of the problem to be studied. If some members disagree with respect to the appropriateness of the dissertation problem or its nature or scope, the committee should meet privately to iron out all differences among themselves before giving the student approval to proceed with the project. In every instance, the student's interest must be carefully preserved, so that the student does not complete his or her project as outlined by the advisor, only to find that other members of the committee are unwilling to approve it.

Dissertation committee members are identified by the student and advisor, recommended by the department chair or designee and appointed by the Graduate Dean. Normally, the dissertation chair submits a memo recommending the members of the dissertation committee. This memo should include a short statement (2-5 words) identifying the role or contribution of each member of the dissertation committee. The committee should be appointed as early as possible in the student's program, but no later than the time the student is admitted to candidacy. If the outside member is not on the NAU faculty, a current vita must be submitted with memo recommending appointment of the dissertation committee.

Dissertation committees may include adjunct faculty members as well as members of the NAU faculty and may include members from outside the university.

Role of the Outside Member of Dissertation Committee

All dissertation committees must include a faculty member from outside the department where the student is receiving his/her degree. The role of the outside member is to provide a broader perspective on the topic under study and/or to provide additional expertise on the committee. The outside faculty member should possess methodological, theoretical, or content

expertise that is relevant to the dissertation topic and is expected to have an established record of publication and/or scholarship.

The purposes for including an outside faculty member on a dissertation committee include: a) to provide the degree candidate with a wider group of resource people for their dissertation research and writing; and b) to promote interdisciplinary interaction among faculty and c) to promote interdisciplinary aspects to work produced to fulfill "discipline-based" graduate degree requirements.

Admission to Candidacy

Doctoral students must apply for admission to candidacy after:

- Completion of all courses listed on the program of study (except dissertation) with a grade point average of 3.0 or higher;
- Completion of the residency requirement;
- Successful completion of comprehensive exams;
- Successful completion of language requirement or research skill option (if approved by the University Graduate Committee for your program; and
- Submission of an approved dissertation prospectus or proposal.

Students must complete the Application for Candidacy form and submit it to their advisor/dissertation chair for approval. The form must be accompanied by an updated program of study form and a dissertation prospectus/proposal title page, approved by the dissertation committee. The candidacy application form and attachments are forwarded to the department chair or designee for approval, and then to the Graduate College. Graduate College staff check to verify that the student has completed all coursework on the program of study, and verify that other requirements have been met (residency, comprehensive exam, language requirement approved dissertation prospectus/proposal;). The student is notified, in writing, of their admission to candidacy. A copy of the letter is also sent to the student's department.

Some programs specify a minimum time period that must elapse between admission to candidacy and defense of the dissertation.

Time Limit – Doctoral Programs

Doctor of Education. All requirements for the Ed.D. degree must be completed within eight years of admission to the doctoral program.

Doctor of Philosophy. A Ph.D. student must complete their dissertation defense within four years after their completion of their comprehensive exam. If more time elapses, they must repeat the comprehensive exam.

Doctoral Final Oral Examination (Dissertation Defense)

A final oral examination (dissertation defense) over the dissertation is required of all students completing doctoral degrees. The examination will cover the dissertation, field or specialization, and other competencies expected of the degree. The examination shall be planned and conducted by the doctoral dissertation committee.

The purpose of the examination is to test the candidate's ability to integrate and interpret knowledge at a high level of abstraction through a defense of the dissertation and through consideration of his or her major field of specialization.

The oral defense of the dissertation shall be for no less than 1-1/2 hours nor more than 3 hours duration.

A two-thirds majority of those members serving on a dissertation committee is required to declare that a student has passed or failed an examination. A student has two opportunities to pass the dissertation defense/final oral examination. If the exam is failed twice, the student is dismissed from the program and from the Graduate College.

Refer to the Procedures for Dissertation Defenses for further details.

GRADUATION

Applications for graduation are due the semester prior to graduation. The latest possible dates for submission to the Graduate College are published each semester. If the deadline is not met, the student's name will not appear in the Commencement program.

The Application for Graduation form and instructions for completing it are available from the Graduate College or the Office of the Registrar, and are on the Graduate College website. The Application for Graduation must be accompanied by an unofficial NAU transcript, a current program of study form, and a \$10 processing fee. Students who are earning a graduate certificate should complete the Application for Graduation – Graduate Certificate.

APPEALS AND PETITIONS

Graduate College policies may be modified for individual students when justified by professional needs or experiences, but exceptions are not granted merely for the personal needs or convenience of individual students. A student who believes an exception to a policy or curriculum requirement is warranted can petition the Graduate College.

Time Limit

For petitions for extension of the time limit, see page 11 (master's) and page 14 (doctoral).

Grade Appeals

Graduate students who wish to appeal a grade follow the Grade Appeal Policy included in the Student Handbook.

Academic Appeals Process

The Graduate College has an appeal process for academic matters other than grade appeals. Contact the Associate Graduate Dean for further information.

ROLE OF GRADUATE PROGRAM COORDINATOR

The Graduate Coordinator is a faculty member who oversees and coordinates the graduate programs in an academic department or other academic unit. Some departments also use the term Graduate Advisor or Graduate Program Director. The Graduate Coordinator is the Graduate College's primary contact person, the person to whom notices are sent, the person who signs Recommendation for Admission forms, the person who answers inquiries from potential graduate students. The department

chair usually designates the Graduate Coordinator to sign paperwork related to graduate students, such as graduate assistantship recommendation forms and applications for graduation for graduate students. The Graduate Coordinator often advises new graduate students until a permanent faculty advisor is selected.

GRADUATE COLLEGE ADMINISTRATIVE CALENDAR

The Graduate College publishes an administrative calendar that includes deadlines for administrative procedures. It is distributed to graduate departments at the beginning of the each semester and is also available on the Graduate College website.