

Instructions for Completing the Application for Graduation Master's or Doctorate

General Instructions

For your name to appear in the commencement program, your completed application must be received by the Graduate College by the following dates:

For May 7, 2010

February 12, 2010

For August 3, 2010 (degree posting only)

June 11, 2010

For December 17, 2010

September 17, 2010

If you miss the deadline for submitting your graduation application, your name will not appear in the commencement program.

For your application to be processed efficiently you must include the following when you submit it to the Graduate College:

- Your Program of Study
- An unofficial NAU transcript. You can obtain this from the Office of the Registrar, or you may print it from your LOUIE record.

Specific Instructions

FULL NAME: The name you provide will be the one that will appear in the commencement program and will be the name printed on your diploma. **Legibility is important. Make clear any nuances of spelling, spacing, and capitalization.** Only versions of your given name are acceptable: Cindy for Cynthia is acceptable, for example. If you have changed your name since your admittance to NAU, submit a "Change of Name" form (available online at www.nau.edu/~regis/regdocs/vforms.html) to the Office of the Registrar.

Summer graduates will have their names appear in the December commencement program.

NAU ID#: Your 9 digit NAU student identification number.

DIPLOMA ADDRESS: This is the address to which your diploma will be mailed.

LOCAL ADDRESS: If we have questions regarding your application, this is the address at which we will try to contact you.

DEGREE: Here you list the degree you will receive (e.g., Master of Science, Doctor of Philosophy).

MAJOR: Here you list your program as it appears in the *Graduate Catalog* (e.g., Applied Sociology, Forest Science, English). Do not include your emphasis (e.g., creative writing).

SEMESTER OF COMPLETION: This is the semester in which you intend to graduate.

TOTAL NAU GRADUATE HOURS COMPLETED (WITH GRADE ON TRANSCRIPT) TOWARD DEGREE: Here you count only graduate coursework completed at NAU. Do not include coursework in progress or incomplete. Doctoral students should include all NAU Master's coursework that has been applied to your Program of Study.

TOTAL TRANSFER HOURS POSTED TO NAU TRANSCRIPT: Here you count coursework from another institution that has been approved as transfer credit by the Graduate College.

LIST REMAINING HOURS IN PROGRESS OR TO BE COMPLETED BELOW: Here you list coursework currently in progress (thesis or dissertation hours, for example), as well courses to be taken. Also include here any transfer credit coursework in progress or not yet approved.

TOTAL HOURS TO BE COMPLETED FOR DEGREE: Add the hours from lines (1), (2), (3).

TOTAL HOURS REQUIRED FOR DEGREE (REFER TO GRADUATE CATALOG): Here you enter the credit-hour requirement listed on your Program of Study or in the *Graduate Catalog*.

FINAL ORAL EXAM/DEFENSE REQUIRED: If required, check here.

FINAL WRITTEN EXAM REQUIRED: If required, check here.

DISSERTATION TITLE (DOCTORAL ONLY): The title you put here will appear with your name in the commencement program.

DISSERTATION ADVISER: The name you put here will appear with your name in the commencement program.

STUDENT SIGNATURE: Your dated signature is required here.

VERIFICATION SIGNATURES: You are required to obtain the signatures of your adviser and the department chair before the Graduate College will approve the application and forward it for processing.

CONFIRMATION: A confirmation e-mail will be sent once your application has been approved by your adviser, department chair and Graduate College. A copy of your approved application will be mailed to you.

