



GRADUATE COLLEGE

Checklist for Master's Students in Nonthesis Programs

This checklist describes the steps you must complete before finishing your non-thesis master's program. These steps normally occur sequentially; however, some may occur concurrently. You may want to check off and date each step as you complete it.

For additional information, consult NAU's *Graduate Catalog* or your adviser. We encourage you to visit the Graduate College web site (www.nau.edu/gradcol/) where you can find detailed information concerning all aspects of pursuing your graduate degree.

_____ **1. Be admitted to regular status.**

If you were admitted with provisional status, complete the provisions of your admission as soon as possible. Your department must notify the Graduate College when you have completed these provisions so you can be changed to regular status.

_____ **2. Meet with your adviser and develop your program of study.**

Determine exactly the courses you are required to take and whether any previous graduate work will transfer into your program. Because of uncertainties about course offerings, you may want to complete a tentative version of your program of study. You should file your program of study by your third semester at NAU.

_____ **3. Submit the *Petition for Transfer Credit* form, if applicable.**

*If you want to request transfer credit for graduate courses already completed at another university, submit a *Petition for Transfer Credit* to your adviser for approval; the petition will be forwarded to the Graduate College. If an official transcript showing the courses to be transferred is not on file with the Graduate College, one must accompany the petition.*

*If you plan to complete graduate coursework at another university during your master's program at NAU, submit a course description and syllabus to your adviser for approval *before enrolling in the course*. In addition, you must provide a schedule showing the dates and times of class meetings for the course you plan to take.*

The regulations pertaining to transfer credit can be found on the *Petition for Transfer Credit*, in the *Graduate Catalog*, and at the Graduate College web site (www.nau.edu/gradcol/).

_____ **4. Select your master's committee.**

If your department appoints committees for nonthesis students, select your committee in consultation with your adviser. Submit your request, in the form required by your department, to the department chair for approval.

5. Complete your coursework.

As you complete your coursework, keep the following regulations in mind:

Formal Coursework—You must complete at least 24 hours of formal coursework; that is, courses other than such individualized courses as independent study, directed reading, and research.

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 NAU, they must also be taken within the six-year time limit.

400-Level Courses—You may include up to 8 hours of 400-level courses (no more than two such courses) in your master's program with prior approval from your program committee or your adviser. Be aware that some departments have additional restrictions regarding the use of 400-level courses in their master's programs.

6. Apply for graduation.

You should submit the *Application for Graduation* form and the \$10 processing fee to the Graduate College during the semester *prior* to the semester in which you plan to complete your degree requirements, and no later than the deadline published by the Registrar in the *Class Schedule*.

7. Pass the oral or written comprehensive exam, if required.

If you are required to complete an oral or written comprehensive exam, make the appropriate arrangements with your department to schedule the exam. Be sure your department sends the proper notification of the results of the exam to the Graduate College.

Assuming you have no other pending or incomplete coursework, this signals the completion of your degree requirements. The Registrar then awards you degree at the end of the semester. You should receive your diploma in the mail approximately eight weeks later.

You may participate in university commencement ceremonies, which are held in December and May, *only* if you have passed your oral or written comprehensive exam.