



# NORTHERN ARIZONA UNIVERSITY

## Checklist for Master's Students in Thesis Programs

This checklist describes the steps you must complete before finishing your 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: <http://home.nau.edu/gradcol/> which provides detailed information about preparing your thesis.

\_\_\_\_\_ **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 during your first semester.**

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 with your adviser 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 coursework 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 is not on file with the Graduate College, one must accompany the petition. Your adviser may need a course description/syllabus to make a determination if the course is eligible for transfer.*

*If you plan to complete graduate coursework at another university during your master's program here, 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: <http://home.nau.edu/gradcol/>

\_\_\_\_\_ **4. Select your master's committee by the end of your first year.**

In consultation with your adviser, select your thesis committee. Submit your request in the format required by your department for approval.

\_\_\_\_\_ **5. Complete your coursework and begin your thesis research.**

If your department requires a thesis prospectus hearing, work with your adviser to schedule the hearing. Meet with your adviser several weeks in advance of the date set for your hearing.

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, thesis, 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.

When you begin working on a master's final project (689), or thesis (699), we expect you to enroll each semester from the time you begin this work until completion of degree. You must register for a minimum of one credit each fall and spring semester. If you are using research or

other university facilities, and/or the professional time of faculty members, you should enroll for at least three units. During the term you complete and defend your thesis (699) you must enroll for at least three units to reflect the increased demands on faculty time.

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**6. Apply for graduation.**

You should submit the *Application for Graduation* to the Graduate College one semester *prior* to the semester in which you plan to complete your degree requirements, and no later than the deadlines listed at: <http://home.nau.edu/gradcol/graduation.asp>

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**7. Submit your thesis to the assistant format editor for format review.**

Submit an unbound copy to the assistant format editor in the Graduate College in the first two or three months in semester you expect to graduate. This should be done prior to your oral defense. See the *Checklist for Bindery and Microfilming Requirements* for specific information about the university's format requirements. You can pick up a copy of the checklist at the Graduate College office or you can find the same information at the Graduate College web site ([www.nau.edu/gradcol/current/td/index.html](http://www.nau.edu/gradcol/current/td/index.html)). Expect the format review to take at least five working days.

Be aware that the assistant format editor does not review theses during the last two weeks of each semester or during the period between semesters.

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**8. Schedule the oral defense of your thesis.**

Schedule your oral defense as required by your department. Be aware that the defense copy of your thesis must be in essentially its final form when you submit it to your committee; only minor changes and corrections should be necessary after the defense.

At your defense your committee will sign the form *Report on Final Oral Exam for Master's Degree* and submits it to the Graduate College within 48 hours of your defense. This form must be the original, stamped, and signed in blue ink.

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**9. Turn in final copies of your thesis.**

After successfully defending your thesis and making all the revisions required by your committee and the thesis coordinator, submit your final copies to the Graduate College no later than the last day of the semester. As of Fall 2006, you have 6 months from the time of your defense to turn in your final copies for binding. You will be required to repeat your defense if you fail to turn in your copies after the 6 month period.

(For more information about turning in your final copies, see the instructions for *Turning in Final Thesis Copies* that were provided to you following the format review.)

Your degree is awarded at the end of the semester in which you complete your degree requirements. You should receive your diploma in the mail approximately eight weeks later.

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**10. Participate in commencement ceremonies.**

You are invited to participate in commencement ceremonies which are held in May and December. Information can be found on the NAU web site:

<http://www.nau.edu/registrar/graduation/>