

Faculty/Staff Checklist for Using the Graduate Academic Advisement Report (Graduate AAR)

The Graduate AAR is a powerful tool that allows students, advisors, and staff to easily track degree progress. It updates in real time and automatically tracks the following:

- ✓ **Degree Requirements Set for the Student's Catalog Year**
 - If a student is admitted in AY25-26, the student's Graduate AAR will automatically show the degree requirements set for the AY25-26 [catalog](#).
 - If the student wishes to move to a subsequent catalog year, the department has the authority to make this change for the student. If you are unsure of how to make catalog year changes, please contact GradGraduation@nau.edu. Once the catalog change is processed, the student's Graduate AAR will automatically update to reflect the new catalog.
- ✓ **Satisfactory Grades**
 - If a student earns a **D**, **F**, **W**, or an excess **C** grade that is over what is permitted for their program, the course will no longer be accepted by the Graduate AAR. The rejected course will automatically move to the last section of the student's Graduate AAR, titled "Coursework Not Used to Satisfy Any Degree Requirement."
 - If a student has a **blank**, **I**, or **IP** grade, the Graduate AAR will produce a warning at the end of the semester to prevent the degree or certificate from being awarded.
- ✓ **Satisfactory GPA**
 - To graduate from a Master's, Doctoral, or Graduate Certificate program, students must have a minimum of a 3.0 cumulative **and** program GPA.
 - The Graduate AAR automatically keeps track of both GPAs.
- ✓ **400-Level Coursework**
 - Students are permitted to use up to 4 units of 400-level coursework towards a Graduate Certificate or 6 units towards a Master's degree.
 - If a student enrolls in excess 400-level courses, the courses will automatically be placed in the last section of the student's Graduate AAR, titled "Coursework Not Used to Satisfy Any Degree Requirement."

However, the Graduate AAR includes constraints that limit or prevent its ability to track the following:

- **Age of Coursework**
 - Typically, courses used towards a Master's or Graduate Certificate should not be older than 6 years, and courses used towards a Doctoral degree should not be older than 8-10 years (depending on whether the student enters with a Master's or Bachelor's degree). Departments may permit students to use older coursework on a case-by-case basis.
 - The Graduate AAR cannot monitor the age of each course. Instead, the Graduate AAR has been programmed to follow a series of rules.
 - For Doctoral programs, the Graduate AAR will not accept on its own any courses taken prior to the student's year of admission.

- For Master's and Graduate Certificate programs, the Graduate AAR will not accept on its own any courses taken more than four years prior to the student's year of admission.
 - Any coursework automatically accepted by the Graduate AAR will be placed towards the appropriate requirement lines determined by the Graduate AAR.
 - If the department wishes to accept the courses, no further action is needed.
 - If at any time the department does not wish to accept the courses, the department must process an exception to move the courses to the last section of the student's Graduate AAR, titled "Coursework Not Used to Satisfy Any Degree Requirement." For example, a course taken four years prior to the student's admission will be six years old by the time the student completes their Master's or Graduate Certificate program in two years. If the student takes more than two years, the course will be over six years old. If the department does not wish to accept the course any longer due to its age, an exception can be processed at that time to exclude the course from counting towards the student's degree requirements.
 - Any coursework automatically rejected by the Graduate AAR will be placed under the last section of the student's Graduate AAR, titled "Coursework Not Used to Satisfy Any Degree Requirement."
 - If the department does not wish to accept the courses, no further action is needed.
 - If the department wishes to accept any of the courses despite their age, the department will need to process an exception to move the courses to the appropriate requirement lines.
- **Timeframe for Degree Completion**
- Typically, students are expected to take no more than 6 years to complete a Master's or Graduate Certificate program, and 8-10 years to complete a Doctoral program (depending on whether the student enters with a Master's or Bachelor's degree). Departments may grant additional time for students to complete their program on a case-by-case basis.
 - The Graduate AAR cannot monitor the length of time a student takes to complete their program. As such, this responsibility falls on the department. Please advise your students of the expected timeframe they are permitted to complete their program, and take steps to enforce this timeframe as necessary.
- **Credits Shared Between Two Master's Degrees**
- Students are permitted to share up to 9 units or 25% of coursework, whichever is greater, that is common between two Master's degree programs at NAU. If the student has already graduated from the first Master's program, they must obtain approval from the second Master's program. If the student is completing both programs concurrently, they must obtain approval from both programs.
 - The Graduate AAR does not have the capability to enforce this policy. Instead, a note has been included in every Graduate AAR, titled "Note: Max of 9 units may be used between master's plans." This note will always show as "Satisfied." It is the department's responsibility to be aware of any prior NAU Master's degree a student has earned, or any other NAU Master's degree a student is currently working towards, and whether the student is seeking to share any credits between the two Master's degrees.