Checklist for Master's Students
Non-Thesis Candidates

This checklist describes steps you must take to complete your master's program. Normally, these steps occur sequentially; however, some may occur concurrently. We suggest you "check off" and date each step as you complete it.

For additional information, consult NAU's Academic Catalog or your advisor. Policies governing the master's degree are maintained in the Academic Catalog and the Graduate College website.

_____ 1. Admission to Regular Status.
If you were conditionally admitted, complete the provisions outlined in your admissions letter as soon as possible. Your department will notify the Graduate College when you have completed these provisions so your admission can be changed to regular status.

_____ 2. Meet with your advisor and develop your Program of Study.
Access the official Program of Study for your degree/certificate, determine the courses you are required to take, and whether any previous graduate work will transfer into your program. Because of uncertainties surrounding course offerings, you may want to complete a tentative version of your program of study. By your third semester, you may need to file your program of study with your academic department.

_____ 3. Submit the Petition for Transfer Credit form, if applicable.
If you wish to request transfer credit for graduate coursework completed at another institution, submit a Petition for Transfer Credit. The petition will be forwarded to your advisor, Department Chair/Director, and the Graduate College for approval. If an official transcript is not on file with the Graduate College, you must request that one be sent to gradadmissions@nau.edu.

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 advisor for approval before enrolling in the course. Once the course is completed, a Petition for Transfer Credit may be submitted for official approval.

The regulations pertaining to transfer credit can be found in NAU's Academic Catalog.

_____ 4. Select your master's committee by the end of your first year.
If your department appoints committees for non-thesis students, select your committee in consultation with your advisor. Submit your request in the format required by your department for approval.

_____ 5. Complete your coursework and (when appropriate) begin preparing/working towards your oral comprehensive exam, written comprehensive exam, capstone final project, and/or internship (if required by your program – department-specific details should be outlined in your program/department handbook).

_____ 6. Apply for graduation.
> You must submit an [Application for Graduation](#) to the Graduate College during the semester prior to the semester in which you plan to complete your degree requirements. Please see the [Applying for Graduation policy](#). The graduation [application deadlines](#) can be found on the Graduate College website.

_____ 7. Pass an oral comprehensive exam, written comprehensive exam, capstone final project, and/ or internship (if required by your program).
> If you are required to complete an oral or written comprehensive exam, complete an internship, or complete other capstone classes and/or projects, make the appropriate arrangements with your department to schedule this culminating requirement. To be eligible for graduation, all degree requirements (including exams, internships, projects, etc.) must be completed on or before the last day of the graduating term. End of Term dates can be found on the [Registrar's Office webpage](#). Be sure your department sends the proper notification of any results to the Graduate College.

_____ 8. Participate in commencement ceremonies.
> You may participate in university commencement ceremonies, which are held in December and May. Event details can be found on the [Commencement webpage](#). If you would like to participate in a ceremony prior to the completion of your degree (for example, if you finish your degree during the summer term but would like to participate in the prior May ceremony), please contact the Graduate College to see if you are eligible at GradGraduation@nau.edu.

> Once you have applied for graduation, successfully completed all degree requirements, and all final grades have posted, your degree may be awarded at the end of the specific graduation term. You should receive your diploma in the mail approximately 4-6 weeks later.