

## Change in Procedure

### Grading 699/Thesis & 799/Dissertation Units of Credit, Guidelines & Contract Form

Primary instructors are authorized to enter grades for graduate students in Louie at the conclusion of each semester for 699 (thesis) and 799 (dissertation) units by entering a “P” for pass, “IP” for in Progress, or an “F” for failed grade. (Reference: [100406 Grades of In Progress or Incomplete, Graduate](#)).

In compliance with the following terms:

1. **In all semesters, except in the final semester** in which the student plans to orally defend their thesis or dissertation, the primary instructor has academic documentation and proof of the student completing all academic requirements associated with a student’s carefully determined enrollment in 699/799 coursework. Student clock hours will vary depending on the number of 699/799 units of credit enrolled in each semester. Note: per [Arizona Board of Regents’ \(ABOR\)](#), each unit of credit is equivalent to 45 clock hours.

- 3 units of credit = 135 clock hours (9 hours/week)
- 6 units of credit = 270 clock hours (18 hours/week)
- 9 units of credit = 405 clock hours (27 hours/week)

Please use the **Graduate Student 699/799 Student Contract Form** on the next page to outline expectations for each semester of enrollment. Note: the correct number of units of credit taken for the work completed and submission of passing grades (when appropriate) will assist students in maintaining satisfactory academic progress (SAP) for students:

<https://nau.edu/office-scholarships-financial-aid/satisfactory-academic-progress/>

2. **Exception - The Final Semester:**

- In the graduate student’s **final** semester, in which the student plans to orally defend their thesis or dissertation, the Electronic Thesis & Dissertation (ETD) Coordinator in the Office of Graduate and Professional Studies (OGPS) is responsible for changing the final grades for all sections of 699/799 units to “P” for pass.

Note: this procedure is consistent with previous practices.

- The ETD Coordinator will enter a “P” for pass contingent on verifying that the student has met all degree requirements. Verification includes the receipt of the Part 1 & Part 2 forms sent to [ETD@nau.edu](mailto:ETD@nau.edu) and confirmation/proof of the student’s final thesis or dissertation upload to ProQuest.

**699/Thesis – 799/Dissertation Graduate Student Contract Form**

Student Name:		Student ID:
Email:		Phone:
Instructor Name:		
Course 699 or 799: (example: BIO 799)	Semester: (example: Spring 2026)	Credits/Units: <i>Note: Each unit of credit = 45 clock hours; Every 3 units of credit = 9 clock hours/week for the semester.</i>

699/799 Assignments/Activities* to be Completed:	Due Date:

\*Assignments and activities include literature review, research, data collection, & thesis or dissertation writing. ([Reference: Policy #100326 Continuous Enrollment](#))

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

**Student - Please Note**

Your signature on this document attests to your understanding of what is required of you to fulfill requirements for the units of credit in which you have enrolled in 699/799 for a given semester.

Lack of fulfillment/assignment completion will result in an "IP" for in progress or "F" for failed grade.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date