

Graduation Requirements Checklist

Please see our website for additional information:

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

- **STATEWIDE LOCATION:** If you are a statewide student, enter your location on the top line provided. (i.e. Flagstaff mountain, Scottsdale, etc.)
- **GRADUATION APPLICATION FEE:**
 - A \$35.00 Graduation Application fee will be applied to your NAU account for each degree and/or certificate when your Graduation Application is received by the Registrar's Office.
 - If you are receiving more than one certificate, the "**Certificate Application**" needs to be submitted along with the Graduation Application.
 - Failure to pay the Graduation Application fee(s) will prevent the diploma and official transcripts from being issued.
- **CATALOG OF GRADUATION:** List the catalog you are using to certify your graduation requirements. (i.e. 2005-2006)
- **DIPLOMA NAME: Only names or versions of your name i.e.: Katherine vs. Katie can be used.** If you have changed your name since being admitted to NAU, complete a Change of Name form through the Office of the Registrar and check the box "Applied for Graduation".
- **ID:** Enter your seven-digit NAU identification number (i.e. 1234567)
- **USER ID:** Enter your user ID. (i.e. abc12)
- **DEGREE:** Enter the type of degree you will receive (i.e. Bachelor of Arts, Bachelor of Science, Bachelor of Science in Education, etc.)
- **TERM OF GRADUATION:** Enter the appropriate term and year that you intend to graduate (i.e. Spring 2014).
- **DUAL DEGREE:** Circle "Yes" if you are receiving a dual degree.
- **MAJOR(S):** Enter your major, followed by the name and telephone number of your major adviser. If you are receiving one degree with a dual major, you need to provide both majors here, as well as the names and telephone numbers of both advisers. Leave the code(s) blank.
- **MINOR:** If you are pursuing a minor, enter the name of the minor, followed by the name and telephone number of your minor adviser. Leave the code(s) blank.
- **EMPHASIS:** If you are pursuing an emphasis, enter the name of the emphasis. Leave the code(s) blank.
- **CERTIFICATE:** If you are pursuing an undergraduate certificate, enter the name of your certificate. Circle "yes" if you are receiving more than one certificate. Your second, third, etc. certificates require a separate Certificate Application. Leave the code(s) blank.
- **LIST COURSES IN PROGRESS OR TO BE COMPLETED, INCLUDING:**
 - Any "I" (incompletes) or "IP" (in progress) grades showing on your transcript.
 - Transfer coursework that is not currently on your NAU transcript, but will be transferred to NAU.
- **TRANSFER CREDIT:** All official transcripts should be sent to:
 - NAU Undergraduate Admissions, PO Box 4084, Flagstaff, AZ 86011.

FOR ADVISERS:

- **TOTAL HOURS COMPLETED:** Enter the number of hours student has completed to date (NAU and transfer).
- **REMAINING HOURS IN PROGRESS OR TO BE COMPLETED:** Enter the number of credit hours that are currently in progress or yet to be completed. Include all work to be transferred to NAU. This number should be the same as the number of credit hours listed in the block "REMAINING COURSES TO BE COMPLETED".
- **STUDENT WILL GRADUATE WITH ___HRS:** Enter the total number of hours by adding lines 1 & 2 together.
- **TOTAL HOURS REQUIRED FOR DEGREE:** Enter the total number of hours required for the degree as specified in the academic catalog.

FOR STUDENTS:

- **VERIFICATION SIGNATURES:**
 - Student signature and date are required.
 - **All applications must have signatures from their major adviser, department chair (if applicable) and dean designee.** If you are completing two or more majors/degrees, a signature must be obtained from each major adviser, department chair (if applicable) and dean designee.
 - If you are a University Honors Student, you must have your Honors adviser signature.
 - If completing a Minor, you need your minor adviser signature.
 - If completing a Certificate, you need your certificate adviser signature.
- **CHANGES?** Any changes to this application must be submitted to the Registrar's Office on a signed "Graduation Addendum" form (other than address and name changes). The addendum form is used to add, delete, or change items on your graduation application including your graduation date. The "Graduation Addendum" form is located at: <http://www.nau.edu/Registrar/Forms-and-Policies/#Graduation>
- **DEGREES WILL NOT POST UNTIL:**
 - All coursework and degree requirements are completed.
 - Grades are finalized (usually 1-2 weeks after the term ends).
 - Official transcripts from other institutions are received and posted.
 - Degrees will be awarded for the term in effect when the Office of the Registrar has received all paperwork and processed all degree requirements.
- **CONFIRMATION:** The following emails will be sent to your NAU account:
 - Confirmation email once your application has been received by the Graduation Area of the Office of the Registrar.
 - Congratulation email once diploma is ordered.
 - Diploma vendor, The Michael Sutter Co., will send an email once diploma is mailed.

