



Degree Posting at the Mid-Point of a Term

Effective 1/15/2018

In accordance with Arizona Board of Regents (ABOR) Policy 2-220, degrees at NAU are awarded and posted to official transcripts upon completion of all necessary course and curriculum requirements as well as other university or Board of Regent requirements. While this typically occurs only once per term, under certain circumstances NAU students may petition for a degree to be posted at the mid-point of a term which is 8 weeks into the Fall, Spring, or Summer term.

A student may petition for a degree to be posted at the mid-point of a term only if at least one of the following criteria are met:

1. A posted degree is required to sit for an exam resulting in or to attain professional licensure in the student's field.
2. A posted degree is required for the student to begin post-doctoral work in the student's field.
3. A posted degree is required to begin an internship that is external to the curriculum requirements of the program.

Process

A petition must be submitted to the Associate Registrar (for undergraduate students) or the Associate Dean of the Graduate College (for graduate students) **prior to the first day of the term in which the student will be graduating**. This petition must contain all pertinent student information (name, student ID#, and degree program) as well as identify which of the three eligibility criteria is/are met. The petition must include verification from a licensure board, post-doctoral supervisor, and/or internship supervisor that a posted degree is required in order for the student to engage in the specified activity, and the date by which it is required. In addition, before a degree may be posted, students must have cleared all indebtedness with NAU.

Enrollment Considerations

1. Students will not be able to commence or continue in any NAU coursework for the remainder of the term in which their degree posts.
2. Students will not be eligible to re-enroll after the conferral date in the term a degree has posted.

Financial Aid Considerations

A degree being posted at the mid-point of a term for a Fall, Spring, or Summer term may impact a student's financial aid and/or loan repayment date. Students should contact the Office of Scholarships and Financial Aid to identify any and all consequences.

Alternative - Verification Letter

For students who do not meet the listed criteria for a mid-term degree posting, an official letter from the Registrar (for undergraduate students) or the Graduate College (for graduate students) can serve as a verification that a student's degree requirements have been completed. This type of letter will be generated, upon the student's request, for professional organizations, employers, schools, or other third parties.



Petition for Degree Posting at the Mid-Point of a Term

This form may be used to request degree awarding at the end of the 8th week of the term. This is only for situations in which a degree verification letter will not be acceptable by an outside organization.

Student Name: _____ Student ID Number: _____
Last First MI

Student Email: _____@nau.edu Student Phone Number: (____)____-_____

☐ Undergraduate Student

☐ Graduate Student

Term (check one): ☐ Fall ☐ Winter ☐ Spring ☐ Summer 20_____

In the space below, provide the **specific reason** and attach **documentation** as to why a degree is required to be awarded in lieu of a verification letter:

Requirement Checklist: All requirements must be met to be eligible

- ☐ I have applied for Graduation within my LOUIE student center.
- ☐ I am not enrolled in any NAU coursework that will continue after the 8th week of the term.
- ☐ I have paid in full all remaining NAU balances.
- ☐ All degree requirements are/or will be completed on or before the 8th week of the term.
- ☐ I have attached documentation from an external organization that a degree must be awarded, including the date required, in lieu of a verification letter.
- ☐ Undergraduate student only: I have verified that my Academic Advisement Report is collapsed.
- ☐ Graduate Students only: I have verified that I am meeting all requirements listed on my Program of Study and/or Graduate Academic Advisement Report (as applicable to my program).

Acknowledgements:

- ☐ I understand that I will not be able to commence or continue in any NAU coursework for the remainder of the term in which a degree is awarded.
- ☐ I understand the conferral date will be the Friday of the 8th week of the term.
- ☐ I understand all degree requirements must be completed by the conferral date or the degree will be awarded after degree requirements are met in the next standard cycle at the end of the term.
- ☐ I understand I must pay any remaining funds owed to NAU or the degree will be awarded during the standard cycle at the end of the term.
- ☐ I have contacted the Office of Scholarships and Financial Aid and am aware of the potential impacts of not being an active student for the entire length of the term.
- ☐ I understand that Federal Direct Loan repayment or deferment will begin after the degree is awarded rather than the end of the term.

Student Signature _____ Date _____

Undergraduate students: send completed petition to the Office of the Registrar at graduation@nau.edu

Graduate students: send completed petition to the Office of Graduate and Professional Studies at gradgraduation@nau.edu