GradGraduation@nau.edu

Step-by-Step Graduation Application Guide

Graduate Certificates, Master's Degrees, and Doctoral Degrees

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Notes on Graduation:

- Graduation is not automatic; students must apply for graduation by following the two-part process identified in this guide.
- A separate graduation application is required for each Master's degree, Doctoral degree, and Graduate Certificate you intend to graduate with.
- There is a $50 nonrefundable graduation application fee for each application. This fee does not apply to Personalized Learning students.
- Students should apply for the semester in which they will complete all requirements for the individual degree or certificate.
- Visit the Graduate Graduation webpage for more information.

Notes on Commencement:

- Commencement is held twice a year: May for the Spring commencement and December for the Fall commencement.
- Students graduating with a stand-alone Graduate Certificate are not included in commencement.

- Students graduating with a Master's or Doctoral degree from a Spring semester are included in the Spring commencement.
- Students graduating with a Master's or Doctoral degree from a Summer, Fall, or Winter semester are included in the Fall commencement.
- Visit the Commencement webpage for more information on ordering regalia, reserving guest tickets, and ceremony dates/times.

Overview of the Graduation Application Process:

- Part 1: Verifying your progress towards graduation.
    - Due to NAU's transition from Programs of Study (POS) to the Graduate Academic Advisement Report (Graduate AAR), your verification process will depend on the semester you intend to graduate from, and whether you will be graduating from a first-wave, second-wave, third-wave, or fourth-wave program.
- Part 2: Submitting your graduation application.
    - This part remains the same for all students.

Part 1: Verifying Your Progress Towards Graduation:

Due to NAU's transition from Programs of Study (POS) to the Graduate Academic Advisement Report (Graduate AAR), there are three verification methods:

- **Method 1: Program of Study**
- **Method 2: Program of Study and Graduate AAR**
- **Method 3: Graduate AAR**

To determine which verification method you should use, please view the chart below, as well as the lists of first-wave, second-wave, third-wave, and fourth-wave programs on the Degree Tracking webpage.

What is my expected graduation term?

What wave is my program in?	Fall 2025, Winter 2025	Spring 2026, Summer 2026	Fall 2026, Winter 2026	Spring 2027, Summer 2027	Fall 2027, Winter 2027	Spring 2028, Summer 2028
First-Wave	Graduate AAR	Graduate AAR	Graduate AAR	Graduate AAR	Graduate AAR	Graduate AAR
Second-Wave	Graduate AAR	Graduate AAR	Graduate AAR	Graduate AAR	Graduate AAR	Graduate AAR
Third-Wave	Program of Study	Program of Study	Program of Study and Graduate AAR	Graduate AAR	Graduate AAR	Graduate AAR
Fourth-Wave	Program of Study	Program of Study	Program of Study	Program of Study	Program of Study and Graduate AAR	Graduate AAR

Once you have determined the correct method to use, please proceed to the corresponding page:

- Method 1: Program of Study *(p.3)*
- Method 2: Program of Study and Graduate AAR *(p. 4)*
- Method 3: Graduate AAR *(p. 5)*

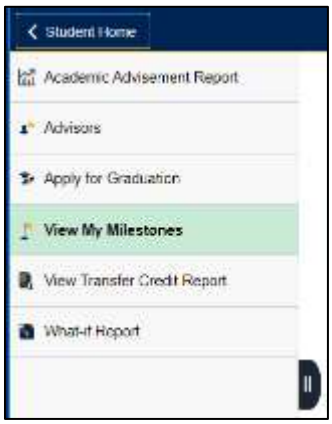
Method 1: Program of Study

- **Step 1:** Fill out your Program of Study and obtain signatures from your advisor and department. Programs of Study can be downloaded from the Degree Tracking webpage.

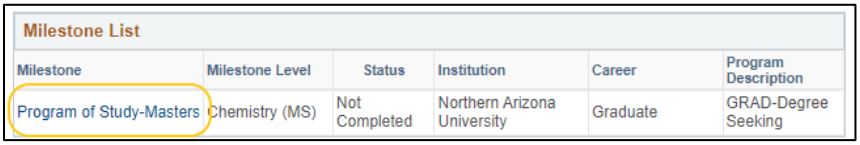
- **Step 2:** Log onto LOUIE and select the **Academic Progress** tile.



- **Step 3:** On the left-hand menu, select **View My Milestones**.



- **Step 4:** Select the **Program of Study** link that corresponds with the degree/certificate you intend to graduate with.



Milestone List

Milestone	Milestone Level	Status	Institution	Career	Program Description
Program of Study-Masters	Chemistry (MS)	Not Completed	Northern Arizona University	Graduate	GRAD-Degree Seeking

- **Step 5:** Click the **Add** button and locate the Program of Study on your computer. Click **OK** to upload the document. ***Please note:*** The milestone will remain in the "Not Competed" status – this does not indicate that there is a problem.

NOTE: NAU is moving all programs to a graduate AAR and programs of study will no longer be used after Spring 2028. **Because of this, the POS milestone does not get updated and will remain in "Not completed" status. Please refer to your graduation application status instead.**



- **Step 6:** Proceed to **Part 2: Submitting Your Graduation Application** ***(p. 6)***

NOTE: Students directed to complete Method 1 should disregard their Graduate AAR, as the Graduate AAR for your program is still under construction. Information on your Graduate AAR will likely be incomplete and/or inaccurate. **Your Graduate AAR will not be used for your graduation.**

Method 2: Program of Study and Graduate AAR

- **Step 1:** Follow Steps 1-5 from Method 1 *(p. 3)*

- **Step 2:** After uploading your Program of Study, select **Academic Advisement Report** on the left-hand menu.



- **Step 3:** Use the Student Guide to Reading Your Graduate AAR to review your Graduate AAR. If you notice any discrepancies between your Program of Study and your Graduate AAR, please contact your advisor for assistance. To graduate, all sections of your Graduate AAR must show as satisfied by the end of your graduation term. In addition, the courses used on your Graduate AAR must match the courses entered on your Program of Study.

- **Step 4:** Proceed to **Part 2: Submitting Your Graduation Application** ***(p. 6)***

NOTE: If there are discrepancies between your Program of Study and your Graduate AAR, you do not need to wait for those discrepancies to be resolved before submitting your graduation application. However, please work with your advisor to ensure those discrepancies will be resolved by the end of your graduation term.

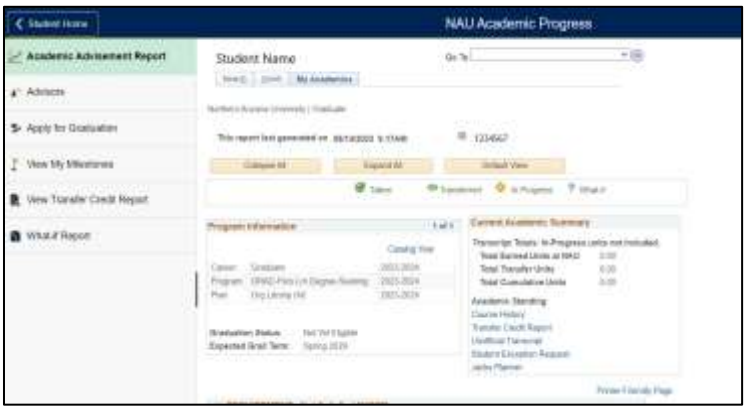
Thank you for working with us through this transition!

Method 3: Graduate AAR

- **Step 1:** Log onto LOUIE and select the **Academic Progress** tile.



- **Step 2:** Wait for your Graduate AAR to populate (it will show as **Academic Advisement Report**).



- **Step 3:** Use the Student Guide to Reading Your Graduate AAR to review your Graduate AAR. If you notice any discrepancies on your Graduate AAR, please contact your advisor for assistance. To graduate, all sections of your Graduate AAR must show as satisfied by the end of your graduation term.

- **Step 4:** Proceed to **Part 2: Submitting Your Graduation Application** ***(p. 6)***

NOTE: If there are discrepancies on your Graduate AAR, you do not need to wait for those discrepancies to be resolved before submitting your graduation application. However, please work with your advisor to ensure those discrepancies will be resolved by the end of your graduation term.

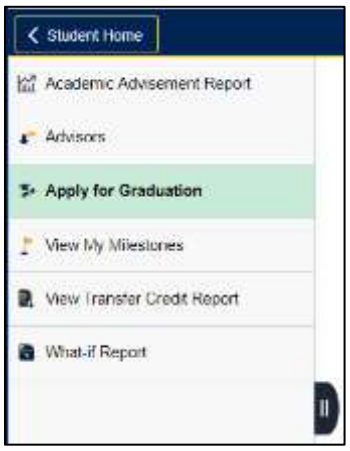
Thank you for working with us through this transition!

Part 2: Submitting Your Graduation Application:

- **Step 1:** Log onto LOUIE and select the **Academic Progress** tile.



- **Step 2:** On the left-hand menu, select **Apply for Graduation.**



- **Step 3:** Select the **Apply for Graduation** link that corresponds with the degree/certificate you intend to graduate with.



- **Step 4:** In the **Expected Graduation Term** drop-down menu, select the term in which you intend to complete all graduation requirements for your program.

  This includes all remaining coursework, final internship/practicum/student teaching hours, final defense of your thesis/dissertation, final upload of your thesis/dissertation to ProQuest, and final oral/written exams.



- **Step 5:** Verify your name, checking the spelling, format, and use of capital/lower case letters. If your diploma name is incorrect, select **Change Name**.

- **Step 6:** Verify your current phone number. If your phone number is incorrect, select **Change Phone Number**.

- **Step 7:** Verify that your address is accurate for the mailing of your diploma or indicate that you will update your address in LOUIE.

- **Step 8 - Doctoral students only:** Verify your dissertation title and the names of your dissertation advisor(s) / dissertation committee chair(s). Please use a comma after each person's last name and then add "Ph.D." Note the period after the "h" and after the "D" (example: Louie Lumberjack, Ph.D.) Please complete this verification *now*, if at all possible.

- **Step 9:** Review the graduation application fee that will be charged upon submission of your application. Please note – if you are unable to satisfy degree requirements by the selected graduation term, your application will be denied and you will need to reapply for graduation. The application fee is non-refundable and will be charged again with the new submission.

- **Step 10:** This is the last opportunity to review your information. Verify your **NAME**, **ADDRESS**, and **DEGREE**. Any replacement diplomas will be mailed at the student's expense. Read the terms of acknowledgement, check the **I agree** checkbox, and then select the **Submit Application** button.

Final Notes:

- Please check your NAU email for an ***NAU Online Graduation Application Confirmation email.***
- Continue to monitor your NAU email for updates regarding your graduation application status, which will occur after initial review of your graduation application has been completed.
- Visit the Graduate Graduation webpage for information regarding the timeline for initial review, final review, and degree awarding.
- Contact GradGraduation@nau.edu for further assistance.

Congratulations on nearing the completion of your NAU program!