



Graduate Student Handbook 2026-2027

NAU
NORTHERN
ARIZONA
UNIVERSITY

Office of Graduate
and Professional
Studies



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INTRODUCTION

Purpose

The purpose of this Student Handbook is to provide a comprehensive guide to navigating the graduate career at NAU. This book will take you through everything from academic offerings to student services and how to get involved on campus. The handbook contains information and resources for students on our Flagstaff Mountain, online, and community campuses. The programs and services contained herein are subject to continuous review and evaluation, and NAU reserves the right to make changes at any time without notice. Please reach out to the office/ department responsible if you have in-depth questions or have special needs to be accommodated.

Tribal Lands

Northern Arizona University sits at the base of the San Francisco Peaks, on homelands sacred to Native Americans throughout the region. We honor their past, present, and future generations, who have lived here for millennia and will forever call this place home.

For more information on NAU's Land Acknowledgement, [please visit the land acknowledgement website](#).

NAU Vision

NAU aims to be a national leader in opportunity, economic mobility, and social impact by providing accessible, high-value education in Arizona and beyond.

Office of Graduate & Professional Studies Mission

The Office of Graduate & Professional Studies (OGPS) elevates NAU's graduate education by supporting students, faculty, and departments. Through dedicated service and advocacy, we foster a student-centered community focused on academic excellence, transformative research, and professional growth.



Welcome from Associate Vice Provost

Dear GradJacks,

Whether you are new to Northern Arizona University (NAU) or returning for another exciting chapter in your Lumberjack life, we are thrilled to extend a warm welcome to you! The journey through graduate school is unique and can be described as exciting, rigorous, transformational, and fulfilling. You are joining a strong graduate campus community in which you will share experiences, grow professionally, and build lifelong connections.

I encourage you to make the most out of your graduate education at NAU! Get involved by attending campus events, exploring leadership opportunities, asking compelling questions, and consider presenting your research at the 3-Minute Research Presentation Competition (3MRP), poster symposium, or conferences.

Reach out to the Office of Graduate & Professional Studies (OGPS). We are here to connect you with resources and learn more about your academic and professional goals.

Go Jacks!



Laura Bounds, Ed.D., MCHES
Associate Vice Provost
Office of Graduate & Professional Studies





Welcome from the ASNAU Graduate Student Affairs Team

Dear GradJacks,

We are excited to welcome you to our graduate community, where collaboration, meaningful engagement, and dynamic learning experiences are celebrated and encouraged. Whether you are joining NAU for the first time or returning as a Lumberjack, you are now part of a dedicated community of students, faculty, and staff committed to academic excellence, and professional growth. We encourage you to challenge yourself, pursue your passions, build meaningful connections, and create lasting memories throughout your graduate journey.

The Associated Students of Northern Arizona University (ASNAU) is a valuable resource for all students, serving as your advocate, support system, and connection to opportunities that help you make the most of your graduate experience. We are dedicated to supporting your success and enriching graduate life at NAU.

We encourage you to connect with us throughout the year. Stop by our office, call 928-523-4971 during business hours, email ASNAU_VPGSA@nau.edu, and follow us @official_asnau on Instagram.

We look forward to meeting you and supporting you throughout your graduate journey at NAU.

Go Jacks!

The ASNAU Graduate Student Affairs Team

GETTING STARTED

New Graduate Student Orientation

Each fall semester the Office of Graduate & Professional Studies (OGPS) hosts the New Graduate Student Orientation. Newly admitted students will receive communication to their NAU email with an invitation to this event. Additionally, there is the “Graduate Student & GATW Orientations & Support” Canvas course with important information as you start your NAU journey!

The in-person orientation is recorded and posted in the Canvas course for future reference.

Logging into Canvas

NAU utilizes Canvas as our learning management software. You will find all your course due dates, assignments, and resources here. [Log on to Canvas using this link.](#)

Transitioning to graduate school

The Office of Graduate & Professional Studies (OGPS), your program, and your department are here to support you throughout your graduate experience. Graduate study requires a greater level of independence, professionalism, and academic engagement. Key expectations include:

- Producing high-quality academic work
- Engaging in rigorous scholarship and critical thinking
- Practicing effective time management
- Taking initiative and maintaining self-motivation

Attendance requirements

Regular class attendance is a strong predictor of student success. The student is responsible for regularly attending all courses for which they are enrolled. Should an absence from class be unavoidable, the student is responsible for reporting the reason to their instructors. In addition, students are responsible for making up any work they miss. Instructors are under no obligation to make special arrangements for students who have been absent unless it falls under an [institutional excuse](#) or accommodation from NAU Disability Resources.

Reference: [Policy 100335: Attendance Requirements, Graduate](#)

Enrolling in classes

Students must be qualified by the level of academic preparation to enroll in graduate courses. If a course is listed with a prerequisite, students must have received credit for the prerequisite as a condition of admission to the course. Otherwise, satisfactory evidence must be presented to the course instructor that the student can complete the work successfully.

Reference: [Policy 100307: Enrolling in Graduate Courses](#)

Full-time student status

Full-time status has varied meanings depending on the organization or governing body, but at NAU “full-time” status has a great effect on your financial aid and ability to work on campus.

Graduate students are considered “full-time” during Fall or Spring terms if they are enrolled in 9 credit hours/units or more during that term. Graduate students are considered “full-time” during the summer term if they enroll in 5 credit hours/units or more accumulated over any combination of summer sessions.

Reference: [Policy 200350: Course Loads and Overloads, Graduate](#)

GPA requirements

Students working toward a graduate degree or graduate certificate must earn a 3.0 grade point average (GPA) across all courses taken, including those required for their program. In addition, students may earn no more than 6 units of “C” course grades towards a master’s or doctoral degree, unless program accreditation requirements dictate otherwise. No more than 3 units of “C” course grades may be counted towards a graduate certificate program. No course grades of “D” or “F” are permitted.

Reference: [Policy 200358: Academic Standing and GPA, Graduate](#)

Transfer credit

Transferring credits to a graduate degree or graduate certificate program does not occur automatically. If you have been admitted to an NAU graduate program and have earned graduate credit at another institution, you can petition to apply such credit toward your graduate degree or graduate certificate. Additionally, prior learning credit (credit received through non-credit courses, non-credit professional development programs, and professional work experiences) may be applied as transfer credit.

Students must complete the [Petition for Transfer Credit](#) form in consultation with their advisor.

Reference: [Policy 100336: Transfer Credit, Graduate](#)

A photograph of two individuals, a man and a woman, sitting on orange chairs and looking at a laptop. The man is wearing a patterned purple shirt and glasses, and the woman is wearing a dark blue hoodie and glasses. A name tag is visible on the man's shirt. In the background, a sign for 'JASPER JOHNS' is partially visible.

IMPORTANT CONTACTS

Office of Graduate & Professional Studies

OGPS is a central office at Northern Arizona University that acts as an administrative resource which serves and supports all NAU graduate students. For academic advising please reach out to the specific degree program. For general inquiries, contact us at OGPS@nau.edu. We are located in Ashurst, Building #11, A107.

Who to contact

Within the OGPS team, there are several key contacts you may need to interact with during your time at NAU.

- For graduate admissions application questions, contact: GradAdmissions@nau.edu
- For questions regarding graduate assistantships and tuition waivers, contact: GATW@nau.edu
- For questions regarding scholarships, awards, or fellowships, contact: GradAwards@nau.edu
- For questions regarding Graduate Academic Advisement Report (AAR), contact: Registrar.AdvisementReport@nau.edu
- For questions regarding academic probation and Academic Improvement Plans, contact: GradSuccess@nau.edu
- For questions regarding theses, dissertations, and ProQuest, contact: ETD@nau.edu
- For questions regarding graduation applications, contact: GradGraduation@nau.edu
- For questions regarding Extensions of Time and Leaves of Absence, contact: Registrar.DataIntegrity@nau.edu

Dean of Students

While this handbook is for graduate students, all NAU students are responsible for adhering to the policies within the [Student Handbook published by the Dean of Students](#). All students are encouraged to read the Dean of Students handbook to ensure they are familiar with its policies, and it additionally has beneficial information about life on campus.

The Dean of Students is your hub for information regarding student resources. They consist of the following offices:

- [Leadership & Engagement](#) (L&E)
- [Lumberjack CARE Center](#)
- [Student Rights & Responsibilities](#)
- [Student Behavioral Intervention Team](#) (SBIT)
- [SpEAK \(Speech, Expression, Action, Knowledge\) Team](#)

Graduate admissions

With a wealth of master's and doctoral degrees to choose from, along with many graduate certificate options, you will find a program that will help you reach your goals. Graduate Admissions makes the application process easy, so you can focus on your next steps. Graduate Admissions, reachable at GradAdmissions@nau.edu, is the ideal resource for all questions regarding application processing and transcripts.

You will want to send all external transcripts that are essential to your progression at NAU to GradAdmissions@nau.edu to ensure they are processed accordingly. The Graduate Admissions team does not act as an advising resource but rather as an administrative body. All questions regarding your application status and classes should be directed to your academic program coordinator.

When applying for a graduate program, it is important to remember that you may have been admitted on a conditional basis. To change from conditional status to full status, the student must complete all admission requirements and remove all deficiencies noted in the admission letter.

Reference: [Policy 200357: Admissions, Graduate](#)

FINANCIAL SUPPORT, SCHOLARSHIPS, AND ASSISTANTSHIPS

Financial aid

Visit the Office of Scholarship and Financial Aid (OSFA) [website](#) for information regarding funding your graduate degree. For specific questions please contact Financial.Aid@nau.edu.

There are scholarships available for graduate students at NAU from OGPS, academic departments, the NAU Foundation, and more. Further information can be found [here](#).

Graduate assistantships

Graduate assistantships are an excellent way to fund graduate education while simultaneously developing professional skills. Graduate assistants perform vital teaching, research, and service duties across the university and earn a stipend for their work. To be appointed to a graduate assistantship, students must be enrolled in at least six (6) units of credit towards their degree program and be graduate, degree-seeking students with a GPA of 3.0 or higher. Individual colleges and departments may have additional enrollment and GPA requirements. Please note that most graduate assistantship appointments require students to be enrolled full-time, which is enrollment in nine (9) units of credit or more. Students who are conditionally admitted to a graduate program due to a GPA below 3.0 upon admission are not eligible to receive a graduate assistantship. All graduate assistants with an appointment of 10 or more hours per week are considered residents for tuition purposes during the term of appointment only. The application process for graduate assistant positions is available through the academic program or service unit.

Graduate Teaching Assistants (GTA)

GTAs have primary responsibilities in an instructional capacity. Services provided by GTAs may include lecturing, serving as an assistant faculty in classes, proctoring examinations, grading assignments, tests, papers, and helping and providing general assistance in the instructional process.

Graduate Research Assistants (GRA)

GRAs undertake research and scholarship under direct supervision of faculty members and in support of institutional research activities.

Graduate Service Assistants (GSA)

GSAs assist in a service capacity with duties closely related to the student's area of academic study, interest, and expertise. GSAs report to a full-time employee who supervises and trains the student.

Academic and service units frequently have budget allocations to support graduate assistantship positions. All units are responsible for filling graduate assistantship positions according to their unit's hiring protocol, meaning the hiring process is unique to each unit. The Office of Graduate & Professional Studies suggests inquiring about open opportunities with the Graduate Coordinator in the department the student is interested in pursuing a degree in or departments where their skill set would be a good match.

UNIVERSITY RESOURCES



Campus Recreation

Campus Recreation, housed within the Health and Learning Center (HLC) at NAU, offers a wide array of recreational activities, programs, and equipment to fuel your wellness journey and enrich your university experience. NAU Flagstaff Mountain student are already members! With your Health and Wellness Fee and your Student Activity Fee, you gain unrestricted access to our state-of-the-art facilities—just present your JacksCard to start exploring all that Campus Recreation has to offer.

Membership to the Recreation Center grants you exclusive access to premier facilities, including the South Campus Recreation Complex and the Observatory Field Complex. You can take advantage of benefits like towel service, fitness and sports equipment rentals, group fitness classes, and special events hosted by Campus Recreation- all at no additional cost.

Campus Recreation caters to all fitness and wellness interests, from basketball and soccer to volleyball, softball, flag football, outdoor adventures, and much more. Our robust intramural sports program provides a range of competitive and recreational leagues, open to students, faculty, staff, and alumni alike. Whether you are interested in joining a team-sport or exploring individual options, the HLC is a fantastic resource for everyone in the NAU community, including graduate students.

Discover more about Campus Recreation's facilities, programs, and opportunities on the Campus Recreation [website](#), and make the most of what NAU has to offer!

Career Development

NAU Career Development empowers students and alumni to confidently navigate their careers as citizens of an evolving and global world. They provide services such as interview preparation, resume and application material reviews, a career clothing closet, campus job listings, and more. Find their full list of resources and events on the [Career Development website](#).

Center for Inclusive Excellence and Access

At Northern Arizona University, we recognize that to be an inclusive campus, we must acknowledge the vast diversity represented at NAU, while providing opportunities to learn from each other and build on our strengths to achieve results. We live in a time when higher education is changing. The demographics of our students, faculty, and staff; the dynamic role of technology in our lives; the needs of the workforce of the future and the importance of education; and the imperative to create an inclusive community that promotes civil discourse, academic freedom, and critical inquiry, enriched by the backgrounds and lived experiences of its members.

The Center for Inclusive Excellence and Access provides leadership in enhancing and fostering an inclusive community where students and employees can learn and grow in an ever-changing global society. Guided by NAU's [Strategic Roadmap](#) and 2030 Goals, the Center for Inclusive Excellence and Access is a resource that supports NAU's mission.

Learn more [here](#).

Center for Native American and Indigenous Futures (CNAIF)

Students in search of support, culture, and community can easily find it at the 12,000-square-foot Center for Native American and Indigenous Futures (CNAIF), located in the heart of the Flagstaff campus. Built in 2011, the CNAIF “home away from home” is a campus hub where students can access services, attend cultural events, study, and socialize.

The only facility of its kind in the entire Southwest, the CNAIF provides resources that help students navigate the university and support their academic success. It is a warm gathering place for students, scholars, Tribal collaborators, the university community, and the public. On average, the CNAIF serves more than 10,000 students per year, welcomes 70,000 visitors, and hosts 465 events per year in various capacities, such as tours, educational presentations, concerts, cultural events, and student services.

The center embodies Native values and symbolizes NAU's commitment to [Indigenous Peoples](#). The main doors open to the east, greeting the sun every morning. Like many traditional Indigenous homes, the CNAIF has an open gathering space in the center of the building. The CNAIF also hosts a Story Room specifically designed to accommodate our students' spiritual needs.

The CNAIF was built with core funding from the San Manuel Band of Mission Indians of Highland, California, and the support of numerous other donors. In addition to the Office of Native American and Indigenous Advancement (ONAIA), the CNAIF houses the Office of Indigenous Student Success (OISS), which provides culturally competent, individualized support for American Indian, Alaska Native, and Native Hawaiian/Pacific Islander students through services such as Indigenous Connections to Success, Field Day, and Indigenous Peer Mentorship.

For more information and resources available at the ONAIA, [visit their website](#).

Cline Library

Cline Library is your go-to resource for all your research and study needs! They provide countless resources including subject librarians, study rooms, technology loans, the MakerLab, Patent and Trademark resource center, studios, poster printing, and more. For more information visit, [NAU Cline Library](#).

Counseling Services

Counseling Services works to enhance the psychological growth, emotional wellbeing, and learning potential of all Northern Arizona University students.

Counseling Services offers in-person and telemedicine services. If you are interested in ongoing counseling, or are simply looking for mental health support, please visit [the website](#) for more information about scheduling a [Path to Care appointment](#) and [Jacks Care 24/7](#).

Many students receive help with adjustment to college, relationships, depression, eating concerns, anxiety and stress, substance abuse, academic issues, and more.

Counseling services are tailored to the individual needs of each student. They offer individual and couples counseling, group counseling, crisis services, outreach, and consultation about students of concern.

Disability Resources

Disability Resources (DR) leads collaborations with students, faculty, staff, and the campus community to cultivate a universally designed environment, and facilitates the removal of existing barriers for the full inclusion of people with disabilities. We ensure access through design, services and accommodations at no cost to all Northern Arizona University students and employees with disabilities.

To learn more about DR and the services they provide, visit their [website](#).

Lumberjack CARE Center

The Lumberjack Case Management, Advocacy, Resources, & Essential Needs Center addresses concerns such as food insecurity, financial needs, and wellness. By collaborating with on-campus and community partners, we refer students to supportive services that best meet their needs.

Some of the CARE Center's services include, but are not limited to, Louie's cupboard (food pantry), Meal Swipes for Jacks, family resources, and course materials assistance.

You can find the CARE Center [online on their website](#) or in-person connected to Sechrist Hall on the Flagstaff Mountain Campus.

Lumberjack Writing Center

The Lumberjack Writing Center (LWC) supports graduate students from any program or location, of any skill level, and at any stage in the writing process.

The LWC offers one-to-one writing support appointments where students receive feedback and support from skilled Writing Assistants at three locations on the Flagstaff Mountain Campus and online, as well as review and return appointments where students upload their papers with specific questions and receive written feedback. To assist students in the dissertation, thesis, or graduate project writing process, the LWC offers Data and Thesis Assistance Appointments (DATA), where they will meet with the same Writing Assistant for five consecutive weeks. Additionally, the LWC partners with OGPS and Cline Library offer two annual bootcamps specifically for graduate students. For more information about LWC's services, please visit LWC's [website](#).

Office of the University Ombuds

The Northern Arizona University Office of the University Ombuds serves as a confidential, independent, impartial and informal resource available to faculty, staff, and graduate students to address concerns that impact one's work, life, or study at NAU. We offer a variety of services to best meet our community needs.

You are invited to bring any issue that impacts your work or studies to the Ombuds Office. Please note that while you may approach the ombuds for any issues, when appropriate, we may re-direct you to other campus offices (e.g., Human Resources, Equity and Access, Employee Wellness, Disability Resources, or legal counsel).

Find more information, including contact information, on the [ombuds website](#).

Reporting an Incident

If you are wanting to report a concern or incident regarding a code of conduct violation, crime, or any other concern about a student, please visit the [Dean of Student's "Report a concern or incident" website](#).

If there is an immediate risk to health or safety, please call 911.

Printing Resources

NAU's Information Technology Services offers printing stations throughout campus and provides a printing credit each semester to students. Printing information can be found on the ITS Printing [website](#).

3-Minute Research Presentation

The 3-Minute Research Presentation (3MRP) Competition provides an opportunity for NAU graduate students to present their thesis, dissertation, capstone research, scholarship, and/or creative work to an intelligent, non-specialist audience in just three minutes. This professional development opportunity is designed to increase and improve graduate students' communication skills, as well as their capacity to effectively present research, scholarship, or creative work. It is usually held in the Spring semester each year.

[Find more information on the 3MRP website.](#)

LIFE CYCLE OF A MASTER'S GRADUATE STUDENT



Academic requirements

To earn a master's degree at Northern Arizona University, students must complete a minimum of 30 credit hours/units.

For a master's degree that does not require a thesis, students must complete a minimum of 24 credit hours/units of formal, letter-graded coursework.

All graduate students must adhere to the academic requirements and criteria outlined by their program, OGPS, and NAU. Students must complete all requirements for their master's degree within a six-year period. Additionally, courses applied to the master's degree must have been successfully completed within the six-year period required for completing the current degree. For questions about seeking an Extension of Time, contact the degree program.

Master's students complete their requirements at the department level; therefore, steps to graduation will vary depending on your specific degree program. Some responsibilities may include developing a Program of Study or reviewing your Graduate Academic Advisement Report (Graduate AAR) with your advisor or chair, forming your thesis committee, submitting your thesis for a format check via the Thesis Format Course in Canvas LMS, and scheduling an oral defense. A general guide on steps to graduation can be found on the next page.

Master's Steps to Success



Thesis Information

- Deadlines
 - Students completing a thesis should be aware of the deadlines established for thesis completion. [Electronic Thesis and Dissertation deadlines](#) can be found on the OGPS website.
 - Students must submit their thesis for a format check via the Graduate Thesis Format Course in Canvas at least 10 business days prior to their scheduled oral defense.
- ProQuest
 - All NAU theses and dissertations are published electronically through [ProQuest](#) and [OpenKnowledge@NAU](#).
Reference: [Policy 100806: Requirements for Thesis and Dissertation](#)

Establishing a Thesis Committee

Students should select a thesis committee in consultation with the thesis chair. Students should work closely with the committee members in carrying out a program of research and writing a thesis.

Thesis committees are approved at the department level and must include at least three members who have earned terminal degrees in the field and have relevant expertise. In rare circumstances and with departmental approval, a committee member without a terminal degree in the field but with relevant expertise unique to the project may be considered. The committee chair must be a full-time faculty member at NAU and affiliated with the student's program. At least one other committee member must also be faculty affiliated with the student's program.

When students begin working on a thesis (699), the university requires them to enroll in thesis credits each semester from the time they begin this work until the degree is completed.

Reference: [Policy 100326: Continuous Enrollment](#)

Scheduling the Final Oral Defense

When the thesis is in its final form and the committee agrees that the document is ready, the oral defense should be scheduled with the chair and committee members in the department. It is not necessary to schedule a thesis oral defense with the Office of Graduate & Professional Studies.

Non-thesis track examinations should be scheduled within the department. Some departments have restrictions on when final examinations can be held; students must consult with their committee chairs or department chairs for information about departmental guidelines.

699/Thesis Guidelines and Contract

Master's students will be enrolled in the 699 course as they work on their thesis. It is recommended that a contract is signed by the instructor and student for expectations of course requirements and completion.

Student clock hours will vary depending on the number of 699 units of credit enrolled in each semester. 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)

The guidelines and contract can be found on the [OGPS forms index](#) under "Thesis and Dissertation" titled "699/799 Guidelines & Contract".

Graduate Academic Advisement Report/Program of Study

The NAU Office of the Registrar has begun a multi-year project to replace the use of Programs of Study with automated Graduate Academic Advisement Reports (Graduate AARs). As a result, some graduate programs have transitioned to using the Graduate AAR for degree tracking. Students should check the [Degree Tracking](#) webpage to determine if they should use a Program of Study or the Graduate AAR for degree tracking.



LIFE CYCLE OF A DOCTORAL GRADUATE STUDENT



Academic requirements

Doctoral degrees at NAU require the successful completion of a minimum of 60 credit hours/units in a course of study; however, many degrees require more units for completion of the degree. In addition to coursework, all doctoral degrees require their graduate students to engage in extensive and rigorous research, scholarship, practicum, and/or clinical experiences.

All graduate students must adhere to the academic requirements and criteria outlined by their program, OGPS, and NAU. See NAU [Policy 200358: Academic Standing and GPA, Graduate](#) for more detailed information.

To begin the graduation process, please see NAU [Policy 100334: Applying for Graduation, Graduate](#).

Doctoral Pathway

NAU NORTHERN ARIZONA
UNIVERSITY

Office of Graduate & Professional Studies



Important Tips

- ◇ Submit Dissertation Committee for approval between 1st & 2nd year of degree program.
- ◇ Apply for candidacy & graduation at least 1 semester before you defend.
- ◇ Submit oral defense scheduling form 10 business days prior to defense.
- ◇ Complete the Canvas Format Check at least 10 business days prior to defense.
- ◇ Submit final version to ProQuest by the last day of term.
- ◇ Submit all paperwork to: ETD@nau.edu
- ◇ For more information visit: <https://in.nau.edu/office-graduate-professional-studies/thesis-and-dissertation/>

Doctoral Information

Students who are admitted to a PhD or EdD program with an earned master's degree have eight years to complete all requirements for the doctoral degree. The eight-year window starts with the first semester of doctoral study at Northern Arizona University. If students do not complete the degree in eight years, they may petition for one extension of this time limit.

Students who start the PhD/EdD program with a bachelor's degree have ten years to complete all requirements for the doctoral degree.

PhD/EdD students are required to write a dissertation on a topic related to their research and major emphasis area, which must be approved by the student's dissertation committee. Students are required to complete the minimum amount of dissertation units (799) as outlined in the [Academic Catalog](#) for the specific degree. However, the student will likely take units above the minimum due to the nature of the research, the writing process, or continuous enrollment requirements. The student must pass the final oral dissertation defense.

DPT, OTD, PsyD, and DMSc programs are not required to write a dissertation, but have other requirements including, but not limited to internships, clinical hours, final exams, and clinical research projects (CRP).

Doctoral degree requirements vary by program. View the [Academic Catalog](#) for the specific degree requirements or contact the graduate program coordinator with any questions.

Dissertation Information

- Deadlines
 - Students completing a dissertation should keep up to date with the deadlines established for dissertation completion. Deadlines can be found on the OGPS [website](#).
 - Students must submit their dissertation for a format check via the Graduate Dissertation Format Course in Canvas at least 10 business days prior to their scheduled oral defense.
- ProQuest
 - All NAU theses and dissertations are published electronically through [ProQuest](#) and [OpenKnowledge@nau](#)

[Policy 100806](#): Requirements for Theses and Dissertations.

Establishing a Dissertation Committee

Doctoral students are required to form a Dissertation Committee. A dissertation committee includes at least four faculty members who hold earned doctorates and have relevant expertise. In rare circumstances and with approval from the Office of Graduate & Professional Studies, a committee member with a master's degree and relevant expertise unique to the project may be considered. The committee chair must be a full-time faculty member at NAU. In addition to the chair, at least one other committee member must be from the student's department or doctoral program. At least one of the remaining two members must be from outside the department in which the degree is earned.

[The Dissertation Committee Recommendation Form](#) should be sent to ETD@nau.edu and includes the proposed members, a 1 to 2-page summary of the proposed research and the vitae of any members not employed by NAU. The summary will include, but is not limited to, descriptions of the scope, purpose, methodology, and impact of the proposed research. The summary will also include a list of the preliminary resources forming the foundation of the research.

Please note any research involving human subjects requires [IRB](#) review prior to any data collection; please indicate in the summary that IRB approval will be sought before collecting data, if applicable.

Approval of the dissertation committee sets the student's degree milestones in Louie.

Applying for Candidacy

Admission to candidacy indicates that a doctoral student has a significant knowledge of the field and the specialty; knows how to use academic resources; has the potential to do original and independent research, scholarship, or creative work; and will likely complete the dissertation.

Students must apply for candidacy using the Candidacy Application for Doctoral Degree available on the Office of Graduate & Professional Studies [website](#). The Associate Vice Provost of the Office of Graduate & Professional Studies approves and designates the advancement to candidacy upon the completion of certain academic milestones administered, evaluated, and approved by the faculty of the program.

Before applying for candidacy, students must satisfy and supply official departmental proof to the Office of Graduate & Professional Studies of the following requirements:

- Approval and assignment of the dissertation committee by the Office of Graduate & Professional Studies
- Finalization of an approved Graduate Academic Advisement Report (AAR) or Program of Study (approved by student's dissertation and/or graduate committee).
- Professional development requirements are met with official departmental documentation.
- Completion of ALL coursework required for the degree and noted in the program of study/AAR except the dissertation (ABD, all but the dissertation). Students must remedy any course deficiencies specified by the committee.
- Demonstration of one of the following:
 - A reading competence in one foreign language, in an exam administered by the Department of Global Languages & Cultures.
 - A research skill or competency for the program approved by the program faculty and the University Graduate Committee.
 - Submission of an approved dissertation prospectus page approved by their dissertation committee.
 - Successful completion of a comprehensive written and oral exam administered by the department/program. Ordinarily, students take the comprehensive written exam no less than six months before the final oral exam (dissertation defense).

After the application for candidacy has been approved, the student will be notified by the Office of Graduate & Professional Studies.

Oral Dissertation Defense

The [Notice of Scheduled Dissertation Defense](#) must be completed, signed electronically, and emailed to the OGPS ETD Coordinator a minimum of 10 business days before the dissertation oral defense.

In-person defenses are encouraged, virtual defenses are allowed, and a hybrid defense with both components is also acceptable. Please make sure to include the location and the virtual meeting link and password for remote participation by committee members, the student, and guests who may be present for the public presentation.



799/Dissertation Guidelines and Contract

Doctoral students will be enrolled in the 799 course as they work on their dissertation. A contract is signed by the instructor and student for expectations of course completion.

Student clock hours will vary depending on the number of 799 units of credit enrolled in each semester. 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)

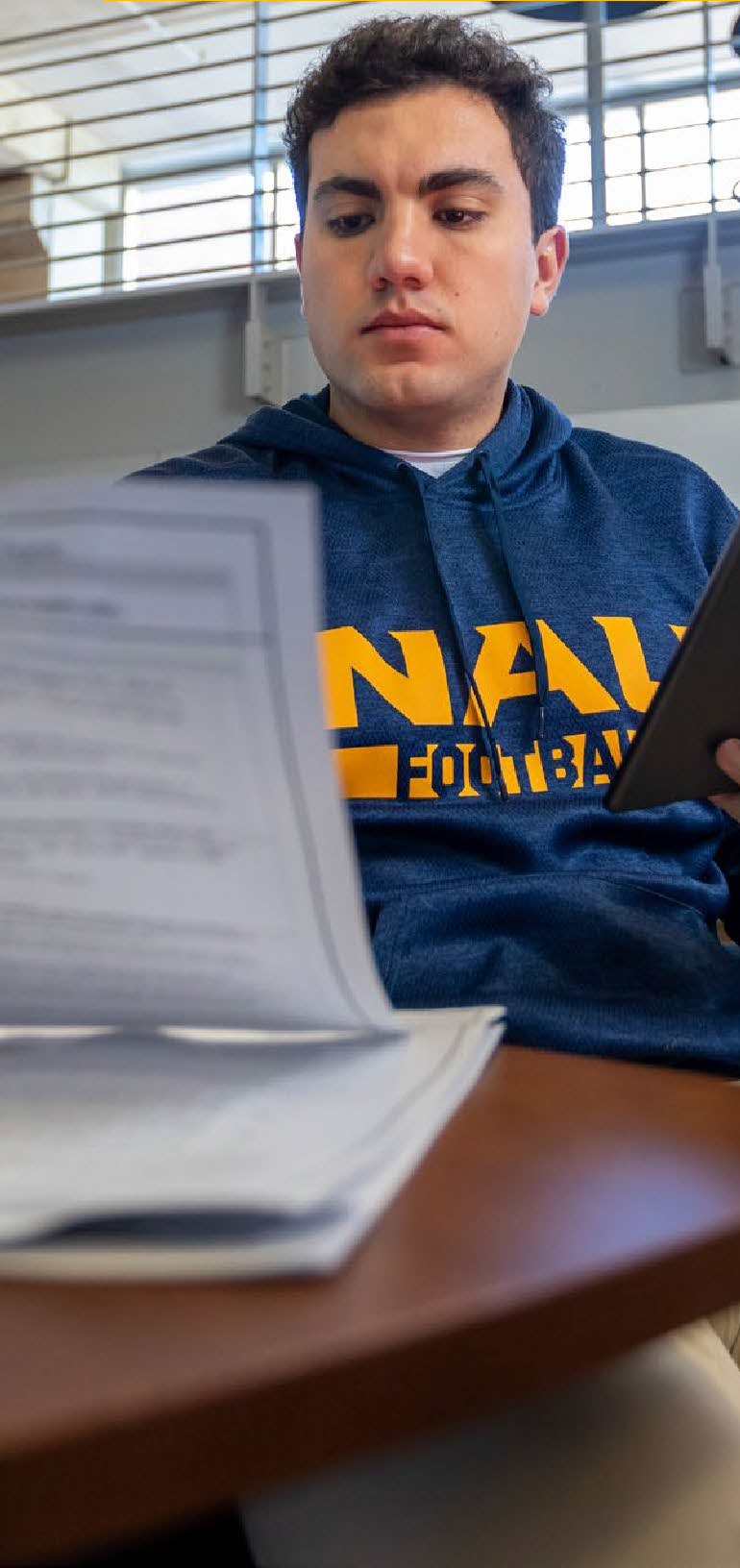
The guidelines and contract can be found on the [OGPS forms index](#) under “Thesis and Dissertation” titled “699/799 Guidelines & Contract”.

Please see [Policy 100806: Requirements for Theses and Dissertations](#).

Graduate Academic Advisement Report/Program of Study

The NAU Office of the Registrar has begun a multi-year project to replace the use of Programs of Study with automated Graduate Academic Advisement Reports (Graduate AARs). As a result, some graduate programs have transitioned to using the Graduate AAR for degree tracking. Students should check the [Degree Tracking](#) webpage to determine if they should use a Program of Study or the Graduate AAR for degree tracking.

LIFE CYCLE OF A GRADUATE CERTIFICATE STUDENT



Academic requirements

Graduate certificates at NAU require the successful completion of a minimum of 12 credit hours/units in a course of study; however, a certificate may require more units for completion.

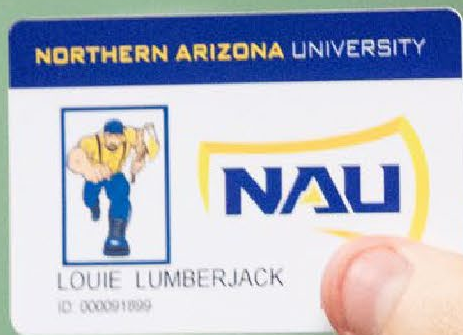
All graduate students must adhere to the academic requirements and criteria outlined by their program, OGPS, and NAU. See NAU [Policy 200358: Academic Standing and GPA, Graduate](#) for more detailed information.

To begin the graduation process, please see NAU Policy 100334: [Applying for Graduation, Graduate](#).

Graduate Academic Advising Report/Program of Study

The Office of the Registrar has begun a multi-year project to replace the use of Programs of Study with automated Graduate Academic Advisement Reports (Graduate AARs). As a result, some graduate programs have transitioned to using the Graduate AAR for degree tracking. Students should check the [Degree Tracking](#) webpage to determine if they should use a Program of Study or the Graduate AAR for degree tracking.

IMPORTANT THINGS TO KNOW



NAU Student ID Number vs. NAU Username

Always include your Student ID when you email OGPS!

It is important to know the difference between your NAU Student ID Number and your NAU Username. Your NAU Student ID is a unique 7-digit ID number that can be found on your JacksCard. Your NAU Username is also a unique identifier assigned to you. Instead of being a string of numbers, your NAU Username is made up of your initials along with 1-4 numbers. Your NAU Username is also assigned as your NAU-associated Gmail address. If you are unsure what your ID or Username is, refer to my.nau.edu.

Below you will find examples of a Student ID and a NAU Username:

NAU Student ID Number: 1234567

NAU Username: abc123

NAU Gmail address: abc123@nau.edu

Fee information

In addition to tuition, fees help make your university experience run smoothly, safely, and allows NAU to offer greater services. In most cases fees have been initiated and voted on by the student body.

For descriptions on what these fees support, please visit the [SDAS fee description page](#).

Student communications

During in-person or virtual communication, graduate students are expected to remain respectful, courteous, and professional. Students are expected to regularly check their NAU-affiliated email for university or class updates.

All emails relating to your program, coursework, etc. should be sent and received through your NAU email. When emailing faculty and staff, be mindful of university working hours or closures as these factors may impact when you can expect to receive a response.

Please refer to [ITS' Appropriate Use Policy](#) for utilizing NAU software and devices.

Student expectations

In addition to student academic requirements, graduate students are expected to behave in manner that is consistent with the values, ethics, and conduct requirements relevant to both their program and their status as a graduate student.

Graduate students are required to follow the NAU Student [Code of Conduct](#) adopted by the Arizona Board of Regents, University Policies published in the [University Policy Library](#), and other requirements outlined in the [NAU Student Handbook](#). Violations of these policies will begin with processes outlined by the Office of Student Rights and Responsibilities, in cooperation with the student's program and/or department and the Office of Graduate & Professional Studies. In addition to the Student Code of Conduct, students must adhere to their program's standards of conduct, if applicable.

GRADUATION AND COMMENCEMENT



Graduation

Graduation refers to the official awarding of a degree or graduate certificate. At that time, the degree or graduate certificate is made visible on the student's transcripts and a diploma is issued. Please note:

- Graduation does not occur automatically; you must submit a graduation application.
- A separate graduation application is required for each program from which you wish to graduate (for example, if you complete a degree and a graduate certificate, you must submit a graduation application for each program). For more information, visit the Office of the Registrar's [website](#).
- A non-refundable graduation application fee is charged with each application submission.

Commencement

Commencement refers to the public ceremony held for graduating students twice a year: May for the Spring commencement and December for the Fall commencement. Please note:

- Students graduating for a stand-alone graduate certificate are not included in commencement.
- Students graduating from a Master's or Doctoral degree program are included in the Spring commencement if applying for Spring graduation, or the Fall commencement if applying for Summer, Fall, or Winter graduation.
- Participating in commencement does not guarantee the student will earn their degree. If a student fails to meet degree requirements or does not apply for graduation by the deadline, their graduation may be delayed.

Reference: [Policy 100334: Applying for Graduation, Graduate](#)

POLICIES

Academic Policies

nau.edu/academic-policies

Academic policies offer clarity on University procedures regarding attendance policies, applying for graduation, grade appeals, adding and dropping courses, and more.

Academic Integrity

Academic integrity refers to honest and ethical conduct in all aspects of academic life. Integrity entails a firm adherence to a set of values, and the values most essential to an academic community are grounded in honesty with respect to all intellectual efforts of oneself and others. NAU expects every student to firmly adhere to a strong ethical code of academic integrity in all their scholarly pursuits.

The primary attributes of academic integrity are honesty, trustworthiness, fairness, and responsibility.

Integrity is expected of every student within the NAU community in all academic under-takings, regardless of venue (including but not limited to classroom (both in-person and virtual), laboratory, internships/externships, clinical practicum, clinics, paid positions, etc.) or medium (including but not limited to assignments, written work, data gathering, oral presentations, etc.). Academic integrity is expected not only in formal coursework settings but in all University relationships and interactions connected to the educational process, including the use of University resources.

All forms of academic deceit, such as plagiarism, cheating, collusion, falsification or fabrication of results or records; permitting work to be submitted by another; or inappropriately recycling work from one class to another constitutes academic misconduct that may result in serious disciplinary consequences. All students and faculty members are responsible for reporting suspected instances of academic misconduct. For more information regarding academic integrity, entities involved, violation examples, etc., please refer to [Policy 100601](#).

Alcohol and Other Drugs

<https://in.nau.edu/university-policy-library/alcohol-and-other-drugs/>

Northern Arizona University's primary concern is for the health and welfare of its community members. Accordingly, the University prohibits the illicit use of alcohol and other drugs on University property or in connection with University-sanctioned activities or events wherever located. The University recognizes substance dependency as a serious health and safety issue and offers comprehensive education, prevention, and referral services. The University will support students who seek its assistance in confronting a substance dependency problem.

At the same time, the University will hold all members of its community responsible for their behavior.

MARIJUANA ON CAMPUS

Although Arizona law allows for recreational use of marijuana under certain circumstances and medical use of marijuana by those with a valid prescription, federal law continues to prohibit the possession, use, or cultivation of marijuana at education institutions such as Northern Arizona University. NAU continues to enforce its policies that prohibit the use or possession of marijuana and all illegal drugs on its campuses and other properties.

Dismissals & Appeals

Appeals may be brought forth by graduate students involving dismissal from a program for academic reasons.

The graduate student will not use this appeal process for situations related to grievances and violations for which a separate university-wide process exists. These situations include (but are not limited to):

- Grade appeals
- Violations of NAU's Student Code of Conduct
- Violations of NAU's Academic Integrity policies
- Discipline-specific ethical standards
- Issues of Research Misconduct
- Issues that fall under the purview of NAU's Office Civil Rights Compliance

To learn more, view NAU [Policy 200358: Academic Standing and GPA, Graduate](#)

FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

This Act provides rights primarily to the student, regardless of age, once they enroll at an institution of higher education. Only when the student has signed a written release giving their parent(s), guardians access to their records, or with an institution accepts proof from the parent that the student is a dependent, is an institution allowed to release information from the student's education record to parents.

[To learn more about FERPA, access this link.](#)

Nondiscrimination and Anti-Harassment

Northern Arizona University does not discriminate on the basis of sex, race, color, age, national origin, religion, sexual orientation, disability, veteran status, gender identity and expression, genetic information, or other legally or policy protected status, in the university's services, educational programs, and activities, including but not limited to, admission to and employment by the university. As a federal contractor, the university is committed to affirmative action in employment for women, minorities, individuals with disabilities and covered veterans. For information concerning [NAU's Nondiscrimination and Anti-Harassment Policy](#), to request a reasonable adjustment relating to religion, for assistance concerning lactation, or to file a report or complaint, please visit the [Office of Civil Rights Compliance](#).

Student Code of Conduct

in.nau.edu/university-policy-library/student-code-of-conduct/

The Northern Arizona University Student Code of Conduct governs student behavior. Students enroll at NAU with the understanding that they must abide by these rules, and that violations may result in serious disciplinary sanctions, up to and including suspension or the expulsion from the University. NAU enforces its Student Code of Conduct in a manner that allows for neutral fact-finding and decision-making in the context of an educational community that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for individual rights.

Student Code of Conduct Disciplinary Procedures

in.nau.edu/student-conduct-procedures

These conduct procedures are used to resolve alleged violations by a student or student organization of the Student Code of Conduct, the Standards of Residence, or other rules of

student conduct published by the University, except cases that fall under the University's Student Sexual or Gender-Based Harassment and Sexual Misconduct Policy or Academic Integrity Policy.

Student Institutional Excuses

in.nau.edu/university-policy-library/student-institutional-excuses/

A Student Institutional Excuse may be granted to a student who participates in academic, research, extra- or cocurricular, athletic, or military service activities or because of anticipated acute medical, bereavement, or religious circumstances. Students may be excused for institutional purposes from otherwise required academic activity only when a valid Student Institutional Excuse is approved by the appropriate administrative unit or official. Qualified students seeking to obtain a Student Institutional Excuse may visit the Student Institutional Excuse website ([Institutional Excuses - Office of the Provost](#)) to apply. Students seeking an attendance accommodation should contact Disability Resources.

Campus Living Community Policies

[Standards-of-Residence.pdf](#)

As a supplement to the Student Code of Conduct, these policies establish behavioral standards and expectations specific to NAU's Campus Living Communities. It is the responsibility of each student to know, observe, and comply with this and all policies that govern student conduct. In Campus Living, discipline can be handled by Campus Living staff or the designee of the Dean of Students.

Title IX - Sexual Misconduct

Title IX of the Education Amendments of 1972, as amended, protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, NAU does not discriminate on the basis of sex in the education programs or activities that it operates, including in admission and employment. The university's Sexual Misconduct Policy and Nondiscrimination and Anti-Harassment Policy prohibit discrimination and harassment on the basis of sex. The university's [Sexual Misconduct Policy](#) prohibits all forms of sex discrimination, including sexual orientation, gender identity, sexual harassment, sexual assault, and relationship violence. The Sexual Misconduct Policy and Nondiscrimination and Anti-Harassment Policy include protection against retaliation related to a sexual misconduct report.

To report a concern relating to sexual misconduct or sex-based discrimination, or to learn more, please review the [Office for the Resolution of Sexual Misconduct \(ORSM\): Title IX Institutional Compliance, Prevention & Response's website.](#)

In furtherance of its obligations under Title IX and related laws and policies, NAU prohibits sexual harassment, sexual assault, domestic violence, dating violence stalking (including cyberstalking). University policy also prohibits indecent exposure, sexual exploitation, such as voyeurism, the non-consensual dissemination of illicit images, video, or audio recordings of another's unclothed body or sexual activity or causing the incapacitation of another for the purpose of compromising that person's ability to Consent to sexual activity. Assisting, supporting, or encouraging another person to commit such misconduct, or retaliating against a person for reporting or participating in an investigation or grievance proceeding related to such misconduct is also prohibited. See [NAU's Sexual Misconduct Policy](#) for additional information or contact the [Office for the Resolution of Sexual Misconduct \(ORSM\): Title IX Institutional Compliance, Prevention & Response.](#)

Title IX provides protections for pregnant students. Please review [Pregnancy and Parenting Resources](#) at NAU for additional information. If you believe you may have been discriminated against based on pregnancy, you may submit a report to ORSM.

Statements

STATEMENT ON FREEDOM OF SPEECH AND ASSEMBLY

Northern Arizona University honors its commitment to the freedoms of speech and assembly guaranteed by the First Amendment of the Constitution. NAU is a public institution, and public universities are considered to be the quintessential “marketplace of ideas” – where both the campus community and the general public engage in free speech activities. As a public institution, NAU recognizes that freedom of expression is integral to the purpose and process of the University, whose primary goal is education. Many speakers use our campus, and some may have messages which seem inconsistent with the mission and values of the institution.

In the “marketplace of ideas” not all ideas will resonate with the listener and some ideas may even seem distasteful or offensive. NAU encourages both the listener and the speaker to exercise this important freedom with respect, civility and responsibility. Students always have the choice of engaging with the free speech visitor(s) or walking away. Those assembling on campus should be aware of the Facility Use and Fire Safety policies.

Learn More:

in.nau.edu/campus-inclusion-team/freedom-of-expression

in.nau.edu/dean-of-students/speak/

UNIVERSITY STATE AUTHORIZATION COMPLIANCE

Universities are required to meet state regulations around the country in order to offer classes and degrees to students in various states. As an institutional participant in the State Authorization Reciprocity Agreement (SARA), and as a HLC-accredited public, nonprofit institution, NAU has met state authorizations for states, districts, and territories noted in the State Authorization Compliance Table.

While NAU is currently authorized or exempt from seeking state authorizations around the country, this process is dynamic and subject to change. This website will be periodically updated with information about the authorization status for NAU online in each state. Students should check the State Authorization and Professional Licensure material before registering for classes each session for the most up-to-date information.

STATE AUTHORIZATION COMPLAINT PROCESS

The Arizona SARA Council has jurisdiction over Arizona SARA-approved institutions including NAU in relation to non-instructional complaints. Instructional complaints, such as grade grievances, are not reviewed by the Council and should not be submitted for review. Prior to registering a non-instructional complaint with the Arizona SARA Council, the student/complainant must complete NAU’s and the Arizona Board of Regents’ complaint process, see below. If you are non-Arizona distance education student, non-instructional complaints may be submitted here. An NAU student who resides in a SARA state may also contact that state’s SARA portal agency with a non-instructional complaint.



A-Z Resource Guide

3 Minute Research Presentations (3MRP)

Deborah.Mariage@nau.edu

Debbie Mariage

Program Manager, Graduate Studies

Academic Improvement Plans (AIP) & Holds

GradSuccess@nau.edu

Kelly Janecek

Academic Program Coordinator, Senior

Academic Policy

OGPS@nau.edu

Laura Bounds

Associate Vice Provost, Graduate Studies

Admissions Processing

- Admission Applications
- Accelerated Student Admissions
- Conditional Admission Requirements

GradAdmissions@nau.edu

Admissions: International Students

GradInternational@nau.edu

Advising

Department/ Academic: [Program Email](#)

Graduate Non-degree Seeking Students:

OGPS@nau.edu

ARCS Foundation (Achievement Rewards for College Scientists)

Deborah.Mariage@nau.edu

Debbie Mariage

Program Manager, Graduate Studies

ASNAU, Graduate Student Affairs

ASNAU_VPGSA@nau.edu

Commencement: Doctoral

Megan.Bechtel@nau.edu

Megan Bechtel

Academic Program Coordinator, Senior

Extension of Time and Leave of Absence Petitions

Registrar.DataIntegrity@nau.edu

Graduate Assistantships & Tuition Waivers

GATW@nau.edu

Stephanie Del Giorgio

Financial Oversight Analyst, Senior

Graduation

- Degree tracking (AAR/POS)
- Degree awarding
- Diplomas
- Eligibility to Apply
- Graduation Application

GradGraduation@nau.edu

New Graduate Student Orientation

Deborah.Mariage@nau.edu

Debbie Mariage

Program Manager, Graduate Studies

OGPS Scholarships & Fellowships

- Presidential Fellowship Program (PFP)
- Quayle Scholarship
- OGPS Scholarship

GradAwards@nau.edu

Professional Development Opportunities

Deborah.Mariage@nau.edu

Debbie Mariage

Program Manager, Graduate Studies

Satisfactory Academic Progress Appeal

Financial.Aid@nau.edu

Social Media/OGPS Newsletter

OGPS@nau.edu

Student Issues

OGPS@nau.edu

Laura Bounds

Associate Vice Provost, Graduate Studies

Thesis & Dissertation

- Dissertation Committee & Candidacy Applications
- Doctoral Milestones

ETD@nau.edu

Kelly Janecek

Academic Program Coordinator, Senior

Withdrawal Petition

Enrollmentpetitions@nau.edu