

Checklist for master's students pursuing a non-thesis degree

This checklist describes steps you must take to complete your master's program. Normally, these steps occur sequentially; however, some may occur concurrently.

For additional information, consult NAU's [Academic Catalog](#) and your advisor. Policies governing the master's degree are maintained in the Academic Catalog and the Office of Graduate & Professional Studies (OGPS) [website](#).

1. Full/Unconditional Admission Status.

If you were conditionally admitted, complete the provisions outlined in your admissions letter as soon as possible. Your department will notify Graduate Admissions when you have completed these provisions.

2. Meet with your advisor and develop your plan of study.

Access the official [Academic Advisement Report or Program of Study](#) for your degree/certificate, determine the courses you are required to take, and whether any previous graduate work will transfer into your program.

3. Submit the Petition for Transfer Credit form, if applicable.

If you wish to request transfer credit for graduate coursework completed at another institution, submit a [Petition for Transfer Credit](#). The petition will be forwarded to your advisor and Department Chair/Director for approval. If an official transcript is not on file with Graduate Admissions, you must request that one be sent to gradadmissions@nau.edu.

If you plan to complete graduate coursework at another university during your master's program at NAU, submit a course description and syllabus to your advisor for approval before enrolling in the course. Once the course is completed and a successful grade is earned, a Petition for Transfer Credit may be submitted for official approval. The regulations pertaining to transfer credit can be found in NAU's [Academic Catalog](#).

4. Select your master's committee by the end of your first year.

If your department appoints committees for non-thesis students, select your committee in consultation with your advisor. Submit your request in the format required by your department for approval.

5. Complete coursework and prepare for Comprehensive Exams

Complete your coursework and (when appropriate) begin preparing/working towards your oral comprehensive exam, written comprehensive exam, capstone final project, and/or internship.

6. Apply for graduation.

You must submit an [application for graduation](#) the semester prior to the semester in which you plan to complete your degree requirements. Please see the [Applying for Graduation policy](#). The graduation [application deadlines](#) can be found on the Office of the Registrar's [website](#).

7. Pass an oral comprehensive exam, written comprehensive exam, capstone final project, and/ or internship (if required by your program).

If you are required to complete an oral or written comprehensive exam, complete an internship, or complete other capstone classes and/or projects, make the appropriate arrangements with your department to schedule this culminating requirement. To be eligible for graduation, all degree requirements (including exams, internships, projects, etc.) must be completed on or before the last day of the graduating term. End of Term dates can be found on the Office of the Registrar's [website](#).

8. Participate in commencement ceremonies.

You may participate in university commencement ceremonies, which are held in December and May. Event details can be found on the [Commencement website](#). If you would like to participate in a ceremony prior to the completion of your degree (for example, if you finish your degree during the summer term but would like to participate in the prior May ceremony), please contact your department leadership for eligibility requirements.

Once you have applied for graduation, successfully completed all degree requirements, and all final grades have posted, your degree may be awarded at the end of the specific graduation term. You should receive your diploma in the mail approximately 4-6 weeks later.