Checklist for Master’s Students
Non-Thesis Candidates

This checklist describes steps you must take to complete your master's program. Normally, these steps occur sequentially; however, some may occur concurrently. We suggest you “check off” and date each step as you complete it.

For additional information, consult NAU’s Academic Catalog or your adviser. Policies governing the master’s degree and theses are maintained on the Graduate College Policies and Handbooks page.

_____ 1. Admission to Regular Status.
If you were admitted with provisional status, complete the provisions of your admission as soon as possible. Your department will notify the Graduate College when you have completed these provisions so your admission can be changed to regular status.

_____ 2. Meet with your adviser and develop your Program of Study.
Access the official Program of Study for your program, and determine the courses you are required to take, and whether any previous graduate work will transfer into your program. Because of uncertainties surrounding course offerings, you may want to complete a tentative version of your program of study. By your third semester, you should file your program of study with your academic department.

_____ 3. Submit the Petition for Transfer Credit form, if applicable.
If you wish to request transfer credit for graduate coursework completed at another university, submit a Petition for Transfer Credit to your adviser for approval. The petition will be forwarded to the Graduate College. If an official transcript is not on file with the Graduate College, you must request that one be sent to the NAU Graduate College. Your adviser may need a course description/syllabus to make a determination if the course is eligible for transfer.

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 adviser for approval before enrolling in the course.

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 your coursework and (when appropriate) begin preparing/working towards your oral comprehensive exam, written comprehensive exam, capstone final project, and/or internship (if required by your program – department-specific details should be outlined in your program/department handbook).
6. Apply for graduation.

You must submit an Application for Graduation to the Graduate College during 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 Graduate College 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. Be sure your department sends the proper notification of any results to the Graduate College.

8. Participate in commencement ceremonies.

In anticipation of completion of your program requirements, you are invited to participate in university commencement ceremonies, which are held in December and May. Please see the Applying for Graduation policy. Information on graduation can be found on the NAU graduation web site.

Once you’ve applied for graduation, your degree will be awarded at the end of the semester in which you complete all degree requirements. You should receive your diploma in the mail approximately eight weeks later.