



**Policy Title:** Graduation Policy

**Policy Number:** REG.103

**Policy Owner:** VP for Academic Affairs

**Responsible Office:** Registrar's Office

**Revision Date:** 9/19/17

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## 1. Purpose and Scope

The purpose of the policy is to maintain accurate student records; to distinguish between students who have completed vs. graduated; and to ensure that graduation applications are received in a timely manner in order to best prepare for that semester's commencement ceremony.

## 2. Policy

Students who have been approved for graduation shall be considered a "Graduate" at the close of their final term at NAU.

## 3. Procedures

### Eligible Students

Undergraduate students who will have completed 120 or more credit hours with a CGPA of 2.0 or better at the close of a term, will have taken all required courses as listed in their degree audit and have no outstanding holds on their account are eligible to apply for graduation. Graduate students who will have completed the required number of credit hours (36 for education master programs and 30 for business and computer science master programs) or more with a CGPA of 3.0 or better at the conclusion of the term; will have taken all required courses as listed in their degree audit and have no outstanding holds on their account are eligible to apply for graduation. Students who have holds on their account will be listed as "Completed" upon the conclusion of their final term until the holds are removed. Upon removal of the holds, their status then will be changed to "Graduate."

### Forms and Fees

Students who wish to graduate must fill out a Graduation Application Form and pay associated fees for graduation to the Bursar's Office. The Graduation Application Form must be approved and signed by the student's advisor and department chair, and then submitted on or before the following deadlines in order for it to be accepted:

- by last Friday in October for December graduation,
- by last Friday in February for May and August graduation.

If a form is not submitted or fees are not paid, then upon the conclusion of the student's final semester and completion of all academic requirements, the student's status will be changed to "Completed." Students who have applied for graduation for a semester but not completed the academic requirements before the end of the semester must re-apply for graduation and their graduation date will be moved to the next conferral date.

### Conferral Dates

North American University awards degrees three times a year corresponding with the end of each semester.

The University will only award degrees to the students who applied and completed all requirements at the time final grades are posted.

Students who have been approved for graduation and complete all coursework and paperwork by the close of the semester will have a graduation date as follows:

- For students who are graduating in Fall, their graduation date shall be the closing of the Fall semester. Students who fail to complete their graduation requirements at the close of Fall semester, their graduation date will be the date all paperwork, coursework, fees, etc. have been satisfied.
- For students who are graduating in Spring, their graduation date shall be the closing of the Spring Semester. Students who fail to complete their graduation requirements at the close of Spring semester, their graduation date will be the date all paperwork, coursework, fees, etc. have been satisfied.
- For students who are graduating during the Summer, their graduation date shall be the closing of the Summer semester. Students who fail to complete their graduation requirements at the close of Summer semester, their graduation date will be the date all paperwork, coursework, fees, etc. have been satisfied.

#### Students With an Incomplete

Students who intend to graduate but receive an “I” in one of their courses during their final term should not be given more than 4 weeks to complete the course work unless the course is a practicum course. If it is a practicum course, the student must then register for a completion course and pay any applicable fees for that course during the next full semester unless the student receives an “I” in the Spring term and complete the course work during the Summer.

#### Handling of Graduation Applications

All forms submitted to the NAU Registrar’s Office are scanned and then filed electronically and physically. Physical files are securely stored in the NAU Registrar’s Office Records Room. As with all student related documents, FERPA regulations apply.

#### **4. Who Should Read This Policy**

- Students
- Advisors
- Department Chairs
- Business Office

#### **5. Related Documents and References**

- Academic Catalog
- Graduation Application Form



**GRADUATION APPLICATION**

<b>Student Name:</b>		<b>Email:</b>	
<b>Major:</b>	<b>Concentration(s):</b> (if applicable)	<b>Minor(s):</b> (if applicable)	
<b>Credits Earned to Date:</b>	<b>Credits Currently Taking:</b>	<b>Remaining Credits:</b> (if any)	
<b>Semester Graduating:</b>			
<b>If there are any credits remaining to finish your degree at the time of commencement, where/how are you planning on completing those credits?</b>			
<b>Method of Delivery</b>			
<b>Pickup from the Registrar's Office</b>		<b>Deliver diploma by mail</b>	
<b>Email address for pickup:</b>		<b>Address:</b> (only for US addresses)	
<b>Names of other people authorized to pick up:</b>			

I understand that should my graduation be delayed, I must reapply for graduation. Additionally, I understand that I may only apply for graduation if I plan on completing my required credits before the start of the next full semester. All notifications and correspondence from the University pertaining to commencement will be conducted through my NAU student email account. Additionally, my name will appear on my diploma as it is listed in the NAU system.

**I plan on attending commencement**

**I DO NOT plan on attending commencement**

<b>Student Signature</b>	<b>Date</b>

**Career Counseling (required for undergraduates):**

All undergraduates must make an appointment with Career Counseling Services and bring this application to your appointment prior to your application due date. After the appointment, the career counselor will sign the portion below.

<b>Career Counselor Name (printed)</b>	<b>Career Counselor Signature</b>	<b>Date</b>

I, the advisor and/or chair have reviewed this student's application and record and recommend that the student be placed on the list of prospective graduates for the degree and major/concentration indicated. Final certification will be determined after receipt of final grades and test scores.

<b>Advisor Name (printed)</b>	<b>Advisor Signature</b>	<b>Date</b>
<b>Department Chair Name (printed)</b>	<b>Department Chair Signature</b>	<b>Date</b>

**IMPORTANT NOTES**

1. The graduation application needs to be signed by the student, the student's Academic Advisor and Department Chair, and Career Services (Career Services signature is required for undergraduate students only).
2. Prospective graduates must submit this application along with the graduation fee payment receipt by the graduation application deadline.
3. Students who do not turn in the applications by the deadline will not be able to participate in commencement. Additionally, late submission may result in a delay in printing of the student's diploma.
4. Students with outstanding balances or holds on their account will not be able to receive their diplomas until their accounts and/or holds are cleared.