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**Undergraduate Graduation Application Checklist**

Please see our website for additional information:

[**http://home.nau.edu/registrar/Apply\_for\_graduation\_ugrad.asp**](http://home.nau.edu/registrar/Apply_for_graduation_ugrad.asp)

* **STATEWIDE LOCATION**: If you are a statewide student, enter your location on the top line provided. (i.e. Flagstaff mountain, Scottsdale, etc.)
* **GRADUATION APPLICATION FEE**:
	+ $35.00 graduation application fee will be applied to your NAU account when your Graduation Application received in the Registrar’s Office.
	+ **For students receiving a dual degree,** two separate applications must be completed and two separate fees will be applied.
	+ If you are receiving a **certificate** with a degree, there is no additional fee. If you are receiving more than one certificate an additional $35.00 fee is required **for each additional certificate** and the “**Certificate Application**” needs to be submitted.
	+ Failure to pay this fee will prevent a diploma and official transcripts from being issued.
* **CATALOG OF GRADUATION**: List the catalog you are using to certify your graduation requirements. (i.e. 2005-2006)
* **DIPLOMA NAME**: **Only names or versions of your name i.e.: Cynthia vs. Cindy can be used.**  If you have changed your name since being admitted to NAU, complete a Change of Name form through the Registrar’s Office.
* **ID:** Enter your NAU identification number.
* **USER ID:** Enter your user ID. (i.e. abc12)
* **DIPLOMA MAILING ADDRESS:** Address listed on graduation application must be a current mailing address – you may list a family member/friend’s address if unsure of what your mailing address will be.
* **DEGREE**: Enter the type of degree you will receive (i.e. Bachelor of Arts, Bachelor of Science, Bachelor of Science in Education, etc.)
* **TERM OF GRADUATION**: Enter the appropriate term and year that you intend to graduate (i.e. Fall 2011).
* **DUAL DEGREE**: Circle “Yes” if you are receiving a dual degree.
* **MAJOR(S**): Enter your major, followed by the name and telephone number of your major adviser. If you are receiving one degree with a dual major, you need to provide both majors here, as well as the names and telephone numbers of both advisers. Leave the code blank.
* **MINOR**: If you are pursuing a minor, enter the name of the minor, followed by the name and telephone number of your minor adviser. Leave the code blank.
* **EMPHASIS**: If you are pursuing an emphasis, enter the name of the emphasis. Leave the code blank.
* **CERTIFICATE**: If you are pursuing an undergraduate certificate, enter the name of your certificate. Circle “yes” if you are receiving more than one certificate. Your second, third, etc. certificates require a separate certificate application. Leave the code blank.
* **LIST OF COURSES IN PROGRESS OR TO BE COMPLETED:**
	+ List only the courses you need to satisfy requirements for your degree.
	+ Courses you are enrolled in, but do not have a grade for yet (current term).
	+ Courses you will be enrolled in (future terms).
	+ Any “I” (incompletes) or “IP” grades showing on your transcript.
	+ Transfer coursework that is not currently on your NAU transcript, but will be transferred to NAU.
* **TRANSFER CREDIT**: If you still need to have official transcripts from another institution, all transcripts should be sent to:
	+ NAU Registrar’s Office, Attn: Graduation, PO Box 4103, Flagstaff, AZ 86011-4103.

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**FOR ADVISERS:**

* **REQUIREMENTS MET**: Check appropriate boxes. If a box is not checked, the “courses in progress or to be completed” must fulfill these requirements and will be verified. If unsure, leave the boxes blank and your adviser will complete them.
* **TOTAL HOURS COMPLETED**: Enter the number of hours student has completed to date (NAU and transfer). On your transcript there are three numbers after the ‘CUM TOTALS,’ use the middle number.
* **CURRENT GPA**: Enter the cumulative GPA as it now appears on the student’s NAU transcripts. (Minimum cumulative GPA must be 2.0 or greater to graduate unless academic department specifies a higher minimum cumulative GPA).
* **REMAINING HOURS IN PROGRESS OR TO BE COMPLETED**: Enter the number of credit hours that are currently in progress or yet to be completed, include all work to be transferred to NAU. This number should be the same as the number of credit hours listed in the block “REMAINING COURSES TO BE COMPLETED”.
* **STUDENT WILL GRADUATE WITH \_\_\_HRS**: Enter the total number of hours by adding lines 1 & 2 together.
* **TOTAL HOURS REQUIRED FOR DEGREE**: Enter the total number of hours required for the degree as specified in the academic catalog. **This number will differ for students earning a second bachelor’s degree.**

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**FOR STUDENTS:**

* **VERIFICATION SIGNATURES**:
	+ Student signature and date are required.
	+ **All applications must have signatures from their major adviser, department chair (if applicable) and dean designee.**
	+ University Honors Student? You need your Honors adviser signature.
	+ Minor? You need your minor adviser signature.
	+ Certificate? You need your certificate adviser signature.
	+ Two majors? A signature must be obtained from each major adviser, department chair (if applicable) and dean designee.
* **CHANGES?** Any changes to this application must be submitted to the Registrar’s Office on a signed “Graduation Addendum” form (other than address and name changes). The addendum form is used to add, delete, or change items on your graduation application including your graduation date. The Addendum form is located at: <http://home.nau.edu/registrar/graduation.asp>
* **DEGREES WILL NOT POST UNTIL:**
	+ All coursework and degree requirements are completed.
	+ Grades are finalized (usually 1-2 weeks after the term ends).
	+ Official transcripts from other institutions are received.
	+ Degrees will be awarded for the term in effect when the Office of the Registrar has received and processed all degree requirements.
* **CONFIRMATION:** The following emails will be sent to your NAU account:
	+ Confirmation email once your application has been reviewed by the Graduation Area of the Registrar’s Office.
	+ Congratulation email once diploma is ordered.
	+ Diploma vendor, The Michael Sutter Co., will send an email once diploma is mailed.

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| Statewide Location |  |  |  |  |  |
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| **NORTHERN ARIZONA UNIVERSITY** **OFFICE OF THE REGISTRAR****Undergraduate Application for GRADUATION** |
| CATALOG OF GRADUATION:  |       | NAU ID #: |       | USER ID: |       |
| FULL NAME: |       | CONTACT PHONE NUMBER: |       |
| (As it will appear on diploma: first, middle, last) |
| DIPLOMA MAILING ADDRESS: |       |
| (This is where your diploma will be mailed)  |       |
| DEGREE :( BA, BS etc.) BACHELOR OF |       | TERM OF GRADUATION |       | , 20 |       |
| DUAL DEGREE: YES[ ]  OR NO[ ]  (IF YES, COMPLETE AN ADDITIONAL GRADUATION APPLICATION) |
| MAJOR/PLAN |       | Code |  | ADVISER |       | PHONE |       |
|  |       | Code |  | ADVISER |       | PHONE |       |
| MINOR |       | Code |  | ADVISER |       | PHONE |       |
| EMPHASIS |       | Code |  |  |
| CERTIFICATE |       | Code |  | ADDITIONAL CERTIFICATES: YES[ ]  NO[ ]  |
|  |  |  | If Yes, complete Certificate Application |
| LIST COURSES IN PROGRESS OR TO BE COMPLETED BELOW:  |
|

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| --- | --- | --- | --- | --- |
| INSTITUTION (Example: NAU) | COURSE(Example: ENG 105) | UNITS HRS | TERM/ YEAR | **\*** |
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| **\* If Applicable, Specify I,R, or C:** |
|  \*I = Incomplete from previous terms |
|  \*R = Repeat of previous course |
|  \*C = Minimum grade of "C" required |
|  |
| **If Requirements are met, check boxes:** |
| Ethnic Diversity |  |
|  Global Awareness |  |
| Liberal Studies |  |
| Min 30 hrs Upper Div |  |
| Min. 18 Upper Div NAU hrs |  |
| Min. 30 NAU hrs |  |
|  |  |
| **Current NAU Cum. GPA** |       |
| **Notes/Special Requirements:** |
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| (If more space is needed, continue on page two) |
| (Courses being taken by audit are not counted in GPA or total hours) |
|  |
| 1. Total hours completed, (NAU and transfer): |  | Hours completed |  |
| 2. Remaining Hours in progress or to be completed:  |  | Hours to be completed |  |
| 3. Student will graduate with: |  | Total of (1) and (2) |  |
| 4. Total hours required for degree:  |  | (120+) or Post Bacc (30+) |  |
|  |
| **VERIFICATION SIGNATURES**: By signing, we certify that upon successful completion of the above listed courses and those listed on page two, the student’s degree requirements will be satisfied. |
| STUDENT’S SIGNATURE  | Please print this form and sign. Do not type here.  | DATE: |       |
| MAJOR ADVISER’S SIGN/DATE |  | DEPT. CHAIR’S SIGN/DATE |  | DEAN’S DESIGNEE SIGN/DATE |  |
| MAJOR ADVISER’S SIGN/DATE |  | DEPT. CHAIR’S SIGN/DATE |  | DEAN’S DESIGNEE SIGN/DATE |  |
| MINOR ADVISER’SSIGN/DATE |  | MINOR/CERT. ADVISER’S SIGN/DATE |  | HONORS ADVISER’S SIGN/DATE |  |

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| **Northern Arizona University****Office of the Registrar****Undergraduate Application for GRADUATION****Page 2** |
|  |
| **Student Name:**  |       |  |
| **NAU ID Number:** |       |  |
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|  **Institution Course Units/ Term/**  **(Example: NAU) (Example: ENG 105) Hours Year \***  |
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**If you have questions regarding the “Undergraduate Application for Graduation,” please contact your adviser or the Graduation Coordinator by e-mail at** **Registrar.Graduation@nau.edu****.**