

Checklist for NSU Graduate Students

(University-Wide Criteria--Consult Degree Program for Additional Requirements)

Admission to Graduate College

- _____ Undergraduate GPA of 2.5 overall, 2.75 GPA in last 60 hours of undergraduate, or entrance exam scores as designated in Graduate Catalog—Student Responsibility—Graduate College check.
- _____ Transcripts—Student Responsibility—GC check
- _____ TOEFL (for international student—See International Student Graduate Application Packet)—Student Responsibility—GC check
- _____ Notify Advisor (in letter of acceptance from GC) for degree plan development

Admission to Graduate Program

- _____ Entrance Examination Scores (during first semester)—Student Responsibility--Graduate College/Advisor check—Scores must be sent to the Graduate College Office. Regardless of program requirement, the appropriate admission exam must be taken.
- _____ GPA—Advisor check
- _____ Prerequisites—Advisor check
- _____ Additional program requirements (varies)—Advisor check

Degree Plan & Statement of Understanding

- _____ Following Admission to a degree plan, a Degree Plan and Statement of Understanding must be submitted to the Graduate College for approval as soon as prerequisites are met.—Student & Advisor Responsibility
- _____ Degree Plan approval notification.—Graduate College Responsibility

Admission to Candidacy

- _____ Notify advisor upon completion of 16 graduate hours--Student Responsibility
- _____ Formal admission to graduate program—Student Responsibility--Advisor check
- _____ Appropriate entrance exam scores— Student Responsibility during first semester--Advisor check
- _____ Graduate program coursework (dependent upon program requirements)--Student Responsibility---Advisor check
- _____ Appropriate GPA in graduate coursework—Advisor check
- _____ Degree plan/Statement of Understanding filed with Graduate College Office—Advisor Responsibility
- _____ Admission to Candidacy form submitted to Graduate College Office—Advisor, after notification by student. Upon approval by Graduate Dean, student and advisor will be notified that minimum candidacy requirements have been met.
- _____ Other Program requirements

Thesis/capstone paper/research paper submission

- _____ Readers at least 60 days prior to end of semester—Fall-October 1; Spring-March 1; Summer-June 1
- _____ Preliminary check by Graduate College Office before submission of final document—between dates above and below
- _____ Graduate College Office 30 days prior to end of semester—Fall November 1; Spring-April 1; Summer-July 1

Semester prior to projected final semester:

- _____ Request Graduate Office Final Degree Check—Student Responsibility—GC will audit degree and if approved, will send the Application for Graduation to the student.
- _____ Application for Graduation—Student Responsibility--must be submitted the semester prior to projected final semester (Due dates: May 1- for Fall Semester; Oct 1 for Spring Semester; March 1 for Summer Semester)

Student Coursework must be completed within six years—Student Responsibility

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