

## SUMMARY OF PROCEDURES FOR GRADUATE STUDENTS

Procedure...	To Be Completed...	Initiate Through...	Approved By...
1. Admission or readmission to the university*	Prior to enrollment	Registry office	Registry office
2. Admission to graduate study*	Prior to enrollment	Graduate office	Graduate office
3. MCP students: degree area application	Prior to enrollment	Coordinator of Counseling	MCP screening
	(application process includes letter of recommendation, career goals, self-evaluation, sample of scholarly work, <i>GRE</i> or <i>MAT</i> test, and interview with psychology faculty)		
4. <i>GRE</i> or <i>MAT</i> test	ASAP, before enrolling in 10th hour or concurrent w/ EDUC 5010	Academic Success Center	Graduate office
5. Select graduate advisory committee	Concurrent w/ EDUC 5010	Graduate office; Advisory committee	Graduate office
6. Submit plan of study	Concurrent w/ EDUC 5010	Graduate office; Advisory committee	Advisory committee; Graduate office
7. MED students: Disposition Assessment 1	Concurrent w/ EDUC 5010	Student	Education Office
8. MED students: Portfolio Milestone 1	Concurrent w/ EDUC 5010	Advisory committee	Advisory committee
9. Apply for candidacy	After completing 16 hours and at least 9 weeks prior to graduation	Graduate office	Graduate office
10. MED students: Disposition Assessment 2	Concurrent w/ Milestone 2	Instructor	Education Office
11. MED candidates: Portfolio Milestone 2	Concurrent with 17th hour	Advisory committee	Advisory committee
12. Thesis option: submit thesis	Prior to comprehensive examination or portfolio	Advisory committee	Graduate office
13. Degree application \$15	At least 9 weeks prior to graduation	Graduate office	Graduate office
14. MCP candidates: Schedule comprehensive exam and oral follow-up**	At least 4 weeks before exam	Graduate office	Advisory committee; Graduate office
15. MCP candidates: Oral follow-up**	No earlier than 2 weeks after written exam, but before final exam week	Graduate office	Advisory committee
16. MED candidates: Disposition Assessment 3	Concurrent w/ Milestone 3	Instructor	Education Office
17. MED candidates: Submit portfolio for Milestone 3**	By Nov. 1, April 1, or July 1	Graduate office	Graduate office; Advisory committee
18. MED candidates: Portfolio Milestone 3 defense **	No earlier than 2 weeks after submitting, but before final exam week	Graduate office; Advisory committee	Advisory committee
19. Exit interview	Immediately after oral exam or portfolio defense	Graduate office	Graduate office

\* Admission form must be accompanied by *official transcripts* reflecting all college/university credit attempted. Students who have completed undergraduate degree requirements at NWOSU do NOT need to submit a transcript from Northwestern. New applicants and re-admissions must submit an immunization record and Hepatitis B statement. Applicants who hold teaching certification must submit copies of their current teaching certificate.

\*\* All students, regardless of their degree plan, must have (1) completed all course work OR be enrolled in the final 9 hours in a regular semester or the final 6 hours in a summer semester and (2) have successfully removed all grades of "Incomplete" from their transcripts before being allowed to take the written comprehensive exam OR to submit the graduate portfolio for Milestone 3 assessment.