

2007-2008 FREQUENTLY ASKED QUESTIONS

Topic: Master's Degree Audits and Credential Audits

Am I "graduating" from my credential program?

No, you are not 'graduating' from the credential program and earning a degree from the credential program. At NDNU, we allow credential students to participate in the Commencement Ceremonies in honor of your achievement of completing the teacher preparation program. The final decision for issuance or denial of your credential rests with the California Commission on Teacher Credentialing (CCTC); therefore, you are not a diploma-seeking student of NDNU. If you are pursuing a master's degree, then you are considered a graduate of your master's program.

I am in the Credential Program only and I am not pursuing a master's degree. Why did I receive an email from the Registrar Office informing me of an audit? Have I missed a deadline?

In early September, the Registrar Office sent an email as a courtesy reminder to all graduate students and credential students. The students who are pursuing a master's degree must meet the Registrar deadline to turn in a *Master's Degree Graduation Application* (also known as the master's degree audit) or be subject to additional fees, as applicable. If you are a credential student only, you don't have a strict deadline; however, remember that credential audits are processed on a first-come, first-served basis.

I am in the Credential Program as well as the Masters Program. I heard there is a grad audit form I need to fill out. I am supposed to be done with both programs this coming May. Could you please check my file and be sure that I am on track to complete both programs in May?

If you're doing the masters degree, yes, you should turn in your master's degree audit to the Registrar Office by their October 1st deadline for May or summer completion. If you have any questions on the master's graduation audit process, please contact the Registrar Office at 650-508-3521.

For the credential, candidates must complete the credential audit form. These are two different audits, with two different fees. The credential audit is processed through the School of Education and Leadership. The master's graduation audit is processed through the Registrar Office.

I want to "walk" in the May Commencement Ceremony. What do I need to do?

You should submit your *2007-2008 Credential Audit Form* as soon as possible, no later than end of January in order to allow sufficient time for a file review for your eligibility to participate in the May ceremony.

I turned in my Credential Audit Form, now what do I do?

After you submit your credential audit form, you'll receive a letter from the Credentials Office to confirm the status of your eligibility for a credential recommendation. The notice will be mailed to your home address as noted in the University Registrar database. The additional steps in processing a credential are outlined in your directions page of the credential audit form.

When do I pay my credential audit fee?

You may pay your credential audit fee prior to turning in your credential audit form or anytime after you receive your summary letter (includes the audit fee amount due to NDNU) from the credential analyst. The audit fee is payable via cash, check, or VISA/MasterCard/Discover/AMEX at the NDNU Business Office. The audit fee must be paid before a credential recommendation can be made to the CCTC, and fee amounts are outlined in the directions page of the credential audit form. The credential analyst will verify payment with the NDNU Business Office, so no further action is needed from the student.

***NOTE:** The University and the applicant must meet **both** general and specific requirements as prerequisites for credentials issuances based on the applicable University and Education Codes.

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Is there a separate credential application fee?

Yes, the credential application fee is payable to the CCTC and paid online during the credential recommendation process as outlined in the directions page of your credential audit form.

I changed my address with my program director. Why didn't I receive the summary report of my Credential Audit Form?

The credential analyst uses the address as noted in the University Registrar database as the official address to submit credential summaries. Please be sure to submit an *Official Address Change Form* to the Registrar Office in order to have your most current address on file.

If a student completed her full requirements by end of August 2007, and she didn't participate in the May 2007 ceremony, can she participate in the May 2008 ceremony?

The University allows to students to walk in the May 2008 ceremony if they graduated in August 2007. We have many students who take more than 3-6 units over the summer and hence they walk the following year.

I will not be fully completed with my credential program by May 2008. Can I still participate in the Commencement ceremony?

The University allows students to participate in the May 2008 ceremony if they meet the requirements outlined on the *Petition to Walk* form. For master's students: you must have no more than 3 units remaining and completed your thesis if required for your program. For credential students: you must have no more than 6 units remaining, not including any statutory tests. Outstanding requirements must be completed by the end of following fall semester. *Petitions to Walk* forms for masters and credential candidates are due by **February 1, 2008**.

I am a graduate student and a credential student. I am currently taking classes, so why am I receiving a notice for a hold on my records?

A "hold" on a record can be for a variety of different reasons. If the hold is an 'academic' hold, it is likely because the student has outstanding pre-requisites within their program. The hold will be placed on their account for future registration. To override this hold, we will need documentation that shows that the student is currently enrolled to take the pre-requisite, or the advisor may override the hold. The student should contact the department that issued the "hold" on their record. A 'business office hold' may prevent a student from participating in commencement. See the Business Office for details on financial holds.

Who do I contact if I have questions about the graduation audit or the credential audit?

For questions on the master's graduation audit, call the Registrar Office at 650-508-3521. For questions on the credential audit, contact the credential analyst in St. Mary's Hall Room 107, Monday through Thursday from 8:30 A.M. to 4:30 P.M. and Fridays from 8:30 A.M. to 4:00 P.M. Or, feel free to contact the credential analyst anytime at 650-508-3545, credentials@ndnu.edu. Your program advisor can be reached through the School of Education and Leadership at (650) 508-3701.

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