**STUDENT INFORMATION**

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| **Name:** | **NAU ID:** |
| **NAU E-mail Address:** | **Phone Number:** |
| **Term of Admission:** | **Expected Graduation Term/Year:** |
| **Advisor:** | **Required Credits for Degree Program: 36** |

I. **Required Courses (27 units required)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Course Title** | **Replacement Course** | **Semester** | **Year** | **Units** | **Grade** | **T/P/I/A\*\*** |
| EDL 600 | Leadership Skills |  |  |  |  |  |  |
| EDL 622 | Legal Aspects of School Administration  *Pre-req: EDL 600* |  |  |  |  |  |  |
| EDL 623 | Publicity and Politics of Education  *Pre-req: EDL 600* |  |  |  |  |  |  |
| EDL 625 | Supervision of Instruction  *Pre-req: EDL 600* |  |  |  |  |  |  |
| EDL 627 | Personnel Administration in Education  *Pre-req: EDL 600* |  |  |  |  |  |  |
| EDL 629 | The Principalship  *Pre-req: EDL 600* |  |  |  |  |  |  |
| EDL 635 | School Finance  *Pre-req: EDL 600* |  |  |  |  |  |  |
| EDL 662 | Leadership in Instructional Planning  *Pre-req: EDL 600* |  |  |  |  |  |  |
| EDL 696 | Internship |  |  |  |  |  |  |

**II. Electives (9 units required):** Select graduate electives in Educational Leadership, which may be transferred in from another program.

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| **Course** | **Course Title** | **Replacement Course** | **Semester** | **Year** | **Units** | **Grade** | **T/P/I/A\*\*** |
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**Additional Information**

      I understand that the Internship requires a separate internship application and deadlines apply.

Following completion of the Graduate Certificate program, students will receive an Institutional Recommendation and may apply for state certification.

This certificate may be pursued and completed concurrently with a degree program or as a stand-alone certificate.  Under both circumstances, federal financial aid can be used for this certificate.

Notes:

1. EDL 629 and EDL 696 are capstone courses. EDL 696 must be taken during your final semester, and only EDL 629 can be taken along with EDL 696.
2. Copy of standard K-12 teaching certificate, three years of full-time K-12 teaching experience, and verification of ***Full*** Structured English Immersion requirements (including either BME 500 or BME 631 or equivalents) must be presented before admission to the internship.
3. All coursework and graduate units required for Institutional Recommendation must be completed before the internship.

Students must complete all requirements for their master's degree within a six-year period. Additionally, courses applied to the Master’s degree must have been successfully completed within the 6-year time period required for completing the current degree.

This Program of Study documents your progress on your academic requirements for the degree and catalog year listed above. For Department of Defense-related requirements, it serves as the evaluated and approved educational plan.

In addition to all University and Office of Graduate & Professional Studies (OGPS) policies, procedures, and requirements, graduate students must also adhere to the academic requirements, policies, procedures, and criteria outlined by their program’s Graduate Student Handbook.

**Students:**

You must secure official approval by your advisor and Department Chair/Director before submitting your final Program of Study for graduation.

By signing or entering your name below, you agree to the following statement:

*“Students are responsible for complete knowledge of Academic Catalog requirements in their degree plan for their catalog year and adhering to all policies in the Academic Catalog.”*

**Advisors and Chairs/Directors:**

Please indicate approval of the curriculum on the Program of Study by placing your signature (formal digital signatures are permitted) in the space provided.

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| **Student:** | **Date:** |
| **Advisor:** | **Date:** |
| **Chair:** | **Date:** |

**\*\*Transfer/Previous Graduate Degree/Internal Transfer/Accelerated (T/P/I/A)** – Must have Advisor approval

Transfer T = Course transferred from another university

Previous Graduate Degree P = Course taken at NAU from previous graduate degree

Internal Transfer I = Graduate-level course taken as undergraduate; Not applied to undergraduate degree

Accelerated Program “Dual-use” A = Courses completed during the undergraduate career and used to satisfy both the Bachelor’s and Master’s degree requirements. ONLY for designated Accelerated students.