**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: 24** |

**I. Required Courses (15 units required)**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course** | **Course Title** | **Replacement Course** | **Semester** | **Year** | **Units** | **Grade** | **T/P/I/A\*\*** |
| EDL 724 | School Superintendency |  |  |  | 3 |  |  |
| EDL 733 | Educational Organization Development |  |  |  | 3 |  |  |
| EDL 734 | Education Funding Policy Studies  *Pre-req: EDL 635 OR Consent of Instructor* |  |  |  | 3 |  |  |
| EDL 736 | Advanced School Law: Seminar in Policy Analysis, Development and Application |  |  |  | 3 |  |  |
| EDL 797 | Internship Superintendency |  |  |  | 3 |  |  |

**II. Graduate Electives (9 units required):**  A maximum of 9 graduate elective units in Educational Leadership 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**

Before an Institutional Recommendation can be issued for state certification, students must document the following:

* Completion of the 24 units noted above.
* Completion of three years of full-time teaching experience.
* Completion of at least 60 total graduate units, of which at least 36 units must be in Educational Administration.

Following completion of the Graduate Certificate program and the additional criteria required for certification, as noted above, 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 724 and EDL 797 are capstone courses; all EDL courses listed above must be completed before taking either of them. EDL 724 and EDL 797 may be taken concurrently.
2. Documentation of valid ***Standard*** Arizona K-12 teaching certificate, **principal certification**, three years of full-time K-12 teaching experience, a Master’s degree, and verification of ***Full*** Structured English Immersion requirements (BME 500 or BME 631 or equivalent) must be presented before admission to the internship.
3. All coursework and graduate units required for Institutional Recommendation must be completed before the internship.
4. In order to receive an Institutional Recommendation for state certification, students must document all of the degree requirements, plus at least 36 additional graduate credits, of which at least 12 must be in educational administration. The State of Arizona requires documentation of at least 60 total graduate credit hours, of which at least 36 credits must be in Educational Administration
5. Application to graduate must be made the semester prior to the internship.

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. Plain text typed signatures will not be accepted.

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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.