**STUDENT INFORMATION**

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| **Student’s Name:**       | **NAU ID:**      |
| **E-mail Address:**      @nau.edu  | **Phone Number:**       |
| **Enrollment Term:**       (ex. Summer 2016) | **Expected Graduation:**       (ex. Spring 2019) |
| **Advisor:**       |
| **Total Required Credits for this Degree Program: 36**  |
| **This is the:** [ ]  **Initial** (upon admission) [ ]  **Final** (submitted with Graduation Application) **Program of Study** |

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| **\*** | **Course No.** | **Course Title** | **Replacement Course** | **Semester** | **Year** | **Units** | **Grade** | **T/E/P\*\*** |
| 1. **Core Courses (15 units required)**
 |
| \* | ADM 515+  | Principles of Leadership*(REQUIRED in 1st TERM)*  |       |       |       |       |       |       |
| \* | ADM 540+  | Principles of Administration |       |       |       |       |       |       |
| \* | ENG 526a | Advanced Professional Writing |       |       |       |       |       |       |
| \* | POS 543+  | Organizational Management |       |       |       |       |       |       |
| * 1. **Research Methods, Statistics, or Evaluation (3 units required):** Select ONE course of the following courses: ADM 530, POS 501, or another approved course as approved by your advisor.
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| \* |       |       |       |       |       |       |       |       |
| 1. **Custom Emphasis Areab (18 units required)**
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| \* |       |       |       |       |       |       |       |       |
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| 1. **Capstone (3 units required)**
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| \* | ADM 689+c | Capstone Project  |       |       |       |       |       |       |

Student’s Name:       NAU ID:

**Additional Information**

+ Program fees are established by the Arizona Board of Regents (ABOR). A program fee of $2500 has been approved for this program. A $625 fee is applied to three of the core classes and the capstone.

a Recommended in the first year.

b Students must submit a proposal for a Custom Emphasis to the Director of the Master of Administration Program that:

* Outlines their professional goals
* Describes a set of 6 courses that make an overall coherent Custom Emphasis, and
* Indicate how each course in their program will help them achieve their goals.

The Custom Emphasis must be approved by the Director of the Master of Administration Program in advance of any courses being taken.

c The Capstone Project is a comprehensive, synthesizing project in which students apply the knowledge and skills

acquired throughout their degree program. This rich, culminating experience requires students to produce work

with theoretical/academic and applied components. Students are encouraged to plan 3-6 months in advance. The Capstone Project is taken in the final term.

Please note that Preplan status does not guarantee admission to the MAdmin Program.

In addition to all University and Graduate College 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 the final Program of Study.

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 (electronic signatures are permitted) in the space provided.

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| **Student:**       | **Date:**       |
| **Advisor:**       | **Date:**       |
| **Chair** (required for Final)**:**       | **Date:**       |

**\*\*Transfer/Equivalent/Previous Graduate Degree** – Must have Advisor approval

Transfer T = Course transferred from another university

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

Equivalent E = Course taken at NAU in place of required course

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

**Transfer Credit Example:**

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| **\*** | **Course No.** | **Course Title** | **Replacement Course** | **Semester** | **Year** | **Units** | **Grade** | **T/E/P\*\*** |
|  | **ABC 123** | **Fundamentals of English** | **ASU 456** | **Fall**  | **2012** | **3** | **A** | **T/ASU** |