**Includes Courses for the Data-Based Decision Making &
Program Evaluation in Education and Youth-Serving Organizations Certificate**

Program of Study Intended for (Check One):   Degree Only   Certificate Only   Degree & Certificate

Complete this Program of study with your faculty advisor during your first term of admission/acceptance to the program. Your faculty advisor will then forward it through the proper channels for final approval.

Name: _____   CSU ID: _____

Phone: _____   Email: _____

A. DEGREE REQUIREMENTS
Please Note: Courses marked with an asterisk are required for the Data-Based Decision Certificate
Please Note: Courses marked with a ^ are required for the Program Evaluation in Edu Certificate

I. COLLEGE/PROGRAM CORE		**Credits**	**Course Prerequisites**	**If Required**	**Enter substitute course # or waived if appr. by petition**	**Total Hrs. Required**
Educational Research and Technology						
EDB 601	Research in Education and Human Services	3	None			
		3				
Social Foundations (Select one)						
EDB 604	Equity in Community & Classroom Setting	3	None			
EDB 606	Philosophy of Education	3	None			
EDB 608	Political Landscape of Education	3	None			
EDB 609	Comparative and International Education	3	None			
		3				
Human Development (Select one)						
EDC 501	Child Development	3	None			
^EDB 620	Psychology of the Adolescent Learner	3	None			
EDB 628	Psychology of Learning and Instruction	3	None			
		3				
Curriculum and Instruction (Select one)						
EDB 612	Curriculum Theory and Instruction	3	None			
EDB 574	Data-Driven Classroom Instruction	3	None			
Note: If EDB 574 is chosen it cannot also count as a specialization course		**3**				

II. SPECIALIZATION (Courses marked with an asterisk are also required for certificate)		**Credits**				
*^EDB 572	Statistics for Health and Human Services	3	None			
		3				
And select six hours of the following courses:						
*EDB 574	Data-Driven Classroom Instruction	3	None			
*EDB 702	Data Analytics in Education	3	None			
*^EDB 711	Educational Evaluation and Innovation	3	EDB 601			
^EDU 701	Advanced Research Methods in Counseling and Education	2	EDB 601			
^EDU 715	Quantitative Data Management, Manipulation, & Programming	2	None			
		6				

III. ELECTIVES (Choose additional courses and/or thesis credit for 8-9 credits to reach 30 credits total)

V. CULMINATING EXPERIENCE/EXIT REQUIREMENT (See item 1 on back for additional information)
Check Option (Select one based on advisor approval and check box)

	Credits	
Comp Exam (register for EDB 691 if no other course(s) being taken)	0	(Must be registered for at least 1 graduate hour during the term taken)
Project (EDB 698)	1-6	(Must be registered for at least 1 graduate hour during the term completed)
Thesis (EDB 699)	1-6	(Must be registered for at least 1 graduate hour during the term completed)

DEGREE TOTALS 30 hrs. ☐

B. REQ FOR THE PROGRAM EVALUATION IN EDUCATION & YOUTH SERVING ORG		**Credits**	**Course Prerequisites**	**If Required**	**Enter substitute course # or waived if appr. by petition**	**Total Hrs. Required**
(See item 3 on back for information on applying for the certificate)						
EDB 572	Statistics for Health and Human Services	3	None			
EDB 711	Educational Evaluation and Innovation	3	EDB 601			
EDU 715	Quantitative Data Management, Manipulation, & Programming	2	None			
EDU 701	Advanced Research Methods in Counseling & Education	2	EDB 601			
Chose between the following options:						
EDB 620	Psychology of the Adolescent Leaner	3	None			
UST 510	Proposal Writing	3	None			
		13				

CERTIFICATE TOTALS 12-13hrs. ☐

C. REQUIREMENTS FOR THE DATA-BASED DECISION MAKING CERTIFICATE		**Credits**	**Course Prerequisites**	**If Required**	**Enter substitute course # or waived if appr. by petition**	**Total Hrs. Required**
(See item 3 on back for information on applying for the certificate)						
EDB 572	Statistics for Health and Human Services	3	None			
EDB 574	Data-Driven Classroom Instruction	3	None			
EDB 702	Data Analytics in Education	3	None			
EDB 711	Educational Evaluation and Innovation	3	EDB 601			
		12				

CERTIFICATE TOTALS 12hrs. ☐

Student _____ Date _____   Faculty Advisor _____ Date _____

LSSC _____ Date _____

1. EXIT REQUIREMENTS:

Applying for Graduation – Graduate students with more than 15 hours and degree-seeking status will have the "Apply to Graduate" button available to them on the Graduation Tab in CampusNet. Once a student applies online, the graduation fee is charged to the student account and the review process begins. It takes six to eight weeks to complete the initial review. Students are encouraged to track the progress of their graduation application on the "Application Tracking" page on the "Graduation" tab.

Comprehensive Exam Option – If selecting this option, the comprehensive exam should be taken during or after your last term of coursework. Placement on the comprehensive exam list requires that you apply for graduation, have a program of study on file in the LSSC, and be registered for at least one (1) graduate hour during the term taken. Exam notices are sent approximately one month before the exam. If you wish to take the exam earlier you must submit a Comprehensive Exam Special Request form to the LSSC.

Thesis/Project Option – If selecting the thesis or project option, you must be registered for at least one (1) graduate hour until completion of this requirement and submit a Proposal Approval form prior to submission of the final thesis or project. Thesis/Project forms and instructions are available in the LSSC, JH 170.

2. GRADUATE CREDIT TRANSFER/EXTENSION OF 10-YEAR LIMIT:

Graduate Credit Transfer – A Graduate Credit Transfer form must be completed when requesting credit toward your degree program for graduate-level courses taken at another institution. Transfer eligibility requires that courses be less than 10 years old (unless a petition is filed and approved to extend the 10-year limit—see below), were not used to meet previous degree requirements, and where a letter grade of "B" or better was earned. No more than nine (9) semester hours are transferable. Transcripts and course descriptions must accompany the Graduate Credit Transfer form, which is available in the LSSC, JH 170.

Extension of 10-Year Limit - An approved graduate college petition must be filed to apply courses older than 10 years to your degree. The graduate college petition can be filed with your academic coach in the LSSC, JH 170.

3. CERTIFICATION:
At the beginning of your final semester in the certificate program, you will need to complete the top portion of the "Graduate Certificate Completion Form" and submit it to your faculty advisor. Your faculty advisor will complete the Program Director portion of the form and submit it to the Levin Student Services Center (LSSC) for processing. Certificates are normally awarded to students within six weeks of the end of the completion term.