

**TROY UNIVERSITY**  
**Graduate Certificate in Adult Education**  
**Workforce Development**  
**Certificate Plan and Progress Record**  
**12 Semester-Hours**

Name  Student ID#  Email

**DEGREE REQUIREMENTS:**

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| <ol style="list-style-type: none"> <li>1. Admission to the Graduate School AND MS in Adult Education</li> <li>2. Official transcript(s)</li> <li>3. Unconditional Admission</li> <li>4. 12 semester hours of credit</li> </ol> | <ol style="list-style-type: none"> <li>5. No more than two grade below "B"</li> <li>6. All credit earned within 8 years of completion</li> <li>7. Completion of exit survey</li> <li>8. Complete Certification Intent form</li> </ol> |
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**REQUIRED CORE COURSES:** (9 Semester Hours)

COURSE NO.	TITLE	HRS	GRADE	TERM/YR	TRANSFER CREDIT
ADE 6610	Training and Workforce Development	3			
ADE 6612	Workforce Management and Organizational Development	3			
ADE 6670	Adult Learning and Development	3			

Select ONE of the following: (3 Semester Hours)

COURSE NO.	TITLE	HRS	GRADE	TERM/YR	TRANSFER CREDIT
PSY 6635	Vocational Psychology/Career Development	3			
ADE 6680	Curriculum Development for Adult Education	3			

**ITEMS TO BE DISCUSSED:**

- One term limit to have transcript(s) and test score on file.
- Available faculty for academic advisement
- Temporary, Conditional, and Unconditional Admission
- Petition for transfer credit once unconditionally admitted
- Class Attendance
- Drop & Withdrawal procedure, deadline and consequences
- Petition for an incomplete grade
- Student participation in course and program evaluation

**ADMISSION STATUS:**

Type	Date	Initials
Conditional		
Unconditional		
Residency		
Test Score		
Comps		