The initial review of all transfer credit associated with this checksheet is nonbinding and unofficial until the courses have been approved by the Office of Records and Registration.

EVALUATION FOR (Name): ___________________________ STUDENT ID# __________

EMAIL ADDRESS: ______________________________ PHONE NUMBER: ______________

DEGREE ___________________ DATE __________ COLLEGE/UNIVERSITY ___________________ GPA ___

CURRENT LICENSE(S) HELD (IF APPLICABLE): ________________________________________________________________

EMPLOYER: ____________________________________________________________________________________________

AU ADVISOR: ______________________________ DATE: ______________

PROGRAM CANDIDACY: Admission to the M.Ed. Adult Education program occurs upon entry to the Graduate School at AU.

CONTINUED CANDIDACY IN PROGRAM: Candidates are to maintain a cumulative grade point average of 3.0 or above.

TRANSFER POLICY:

• Up to 12 semester hours of transfer coursework may be applied to the Education Coursework on the following page. If the hours are also used within a licensure or endorsement program, they count toward the transfer credit hours that may be applied to that program.

• The age of transferred coursework that may be applied to the M.Ed. program:
  o For all courses where content is continuously changing (e.g. technology, law, finance), the maximum age of the coursework is 5 years.
  o All other must have been completed within 7 years of beginning the program.

• Graduate courses must have a grade of B or above to qualify for transfer.

• Course syllabi may be required for transfer credit.

• Official transcripts from originating accredited institution(s) are required.

• After entering the program, approval must be obtained for any courses taken from another accredited institution prior to enrolling in the course(s). The Transient Student Form must be completed and approved by the Office of Records and Registration. No transfer credit will be given until an official transcript from the originating accredited institution has been submitted to Ashland University.

I have read and understand all pages of this document.

STUDENT’S SIGNATURE: ______________________________ DATE: ______________

Please sign and return this first page to your AU advisor.
### REQUIRED EDUCATION COURSEWORK:

<table>
<thead>
<tr>
<th>NUMBER</th>
<th>TITLE</th>
<th>HRS</th>
<th>If transferred, list course number, title, institution name, and grade</th>
</tr>
</thead>
</table>

#### MAJOR PROFESSIONAL COURSES:

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Hrs</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDAE 501</td>
<td>Methods of Teaching in Adult Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDAE 503</td>
<td>The History and Philosophy of Adult Education</td>
<td>3</td>
<td>Must be taken at Ashland University</td>
</tr>
<tr>
<td>EDAE 505</td>
<td>Adult Training and Development in the Workplace</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDAE 601</td>
<td>Program Planning and Management in Adult Education</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>EDAE 603</td>
<td>Adult Development, Continuity and Change</td>
<td>3</td>
<td>Must be taken at Ashland University</td>
</tr>
</tbody>
</table>

#### COGNATE AREA: Cognate/Certificate/Endorsement Area: 12 or More

The Adult Education program requires 12 hours of course work that will be approved by the faculty member serving as the program director. The cognate focuses on a specific area of study that may be an AU certificate, approved endorsement, or a cognate designed to meet a candidate’s professional goals. See the following page for more information.

- ____ Technology
- ____ TESOL
- ____ Organizational Administration and Change
- ____ Correctional Education
- ____ Other:
  - ________  ________________________________________ (3)  ________________________________________
  - ________  ________________________________________ (3)  ________________________________________
  - ________  ________________________________________ (3)  ________________________________________

#### CAPSTONE: Select one of the following capstone experiences

- EDUC 788 Capstone Inquiry Seminar **OR**
- EDUC 781 Thesis Capstone
  - (Prerequisites: Core requirements; completion of 21 (EDUC 781) or 24 (EDUC 788) hours) **OR**
  - Prior Learning Assessment Approval
  - Must be taken at Ashland University

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Hrs</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 788</td>
<td>Capstone Inquiry Seminar</td>
<td>3</td>
<td>Must be taken at Ashland University</td>
</tr>
<tr>
<td>EDUC 781</td>
<td>Thesis Capstone</td>
<td>(3)</td>
<td>Must be taken at Ashland University</td>
</tr>
</tbody>
</table>

#### TOTAL HOURS OF REQUIRED EDUCATION COURSEWORK

30

No more than 12 credit hours may be transferred from another institution for this program from a regionally accredited program. All courses are evaluated prior to acceptance for transfer credit.

Transfer Credit Recommended by Faculty: ____________________________________________ Date: __________

Transcript Evaluator’s Signature: ____________________________________________ Date: __________
IMPORTANT NOTES:

- Program Checksheets completed prior to an individual's acceptance to the university are nonbinding and unofficial. The student's Program Checksheet is simply a list of the required courses for the degree or licensure. If the individual's application to the university is not submitted and approved within one semester of the date on the Checksheet, or the requirements for a given program have changed, he or she will be required to sign a new Program Checksheet. It is the student’s responsibility to notify the university should he or she change from one degree, licensure, or endorsement program to another or add an additional program. Completed coursework is to be applicable to a student’s program(s) of record.

- It is the student’s responsibility to submit all appropriate transcripts required for transfer credit. This should be completed within the first semester. Transfer credit noted on a Program Checksheet is not official until it has been reviewed and approved by the Office of Records and Registration. The student needs to monitor the status of his or her transfer credit.

- Students are to contact the Financial Aid Office when a change in the program occurs. Changes may result in an increase in the number of hours required to complete a program and may result in potential changes in financial obligations.

_I have reviewed all pages of this document with the individual requesting this Program Checksheet._

AU ADVISOR SIGNATURE: ________________________________ DATE: ________________