Advising Questions:
419.289.5486 or email
COE-advising@ashland.edu

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:_____

EMPLOYING SCHOOL DISTRICT: _____

AU ADVISOR: _____ DATE: _____

PROGRAM CANDIDACY: Admission to the TESOL certificate program occurs upon entry to the Graduate School at Ashland University.

CONTINUED CANDIDACY IN PROGRAM: Candidates are to maintain a cumulative grade point average of 3.0 or above. Prior Ashland Courses must have been completed within 10 years of the beginning of the program. College of Education courses below a C- must be repeated.

NO REQUIRED TESTS

TRANSFER POLICY:
- Up to 3 semester hours of transfer coursework may be applied to the *Education Coursework* on the following page. If the hours are also used within an M.Ed. program, they count toward the 12 hours of transfer credit that may be applied to that program.
- All transferred courses 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.

REQUIRED EDUCATION COURSEWORK:

TESOL CERTIFICATE COURSES:

NUMBER	TITLE	HRS	If transferred, list course number, title, institution name, and grade
EDFN 533	Culturally & Linguistically Diverse Learners Social, Historical, & Legal Issues Related to the Education of English Language Learners	3	_____
EDCI 534	Language Acquisition & Elements of Linguistics for Teaching English Language Learners	3	_____
EDCI 535	Integrated Teaching Methods for English Language Learners *(Prerequisite: EDCI 534)*	3	_____
EDFN 646	Educational Assessment	3	_____

TOTAL HOURS OF REQUIRED EDUCATION COURSEWORK   **12**

No more than one 3-credit-hour course may be transferred from another regionally accredited institution for the TESOL Certificate program.

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, they will be required to sign a new Program Checksheet. It is the student's responsibility to notify the university should they 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.