



**MASTER OF EDUCATION IN ADULT EDUCATION  
PROGRAM CHECKSHEET  
2023-2024 CATALOG**

**Advising Questions:**  
419.289.5486 or email  
[COE-advising@ashland.edu](mailto: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 (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. College of Education courses below a C- must be repeated.

**Prior Ashland Graduate Courses must have been completed within 10 years of the beginning of the program.**

**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:
  - For all courses where content is continuously changing (e.g. technology, law, finance), the maximum age of the coursework is 5 years.
  - 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.

## REQUIRED EDUCATION COURSEWORK:

NUMBER	TITLE	HRS	If transferred, list course number, title, institution name, and grade
<b>MAJOR PROFESSIONAL COURSES:</b>			
EDAE 501	Methods of Teaching in Adult Education	3	_____
EDAE 503	The History and Philosophy of Adult Education	3	Must be taken through Ashland University
EDAE 505	Adult Training and Development in the Workplace	3	_____
EDAE 601	Program Planning and Management in Adult Education <i>Recommended prior to taking EDUC 788</i>	3	_____
EDAE 603	Adult Development, Continuity and Change	3	Must be taken through Ashland University

**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.

\_\_\_\_\_ Educational Technology

\_\_\_\_\_ Communication

\_\_\_\_\_ TESOL

\_\_\_\_\_ Criminal Justice

\_\_\_\_\_ Organizational Administration and Change

\_\_\_\_\_ Seminary

\_\_\_\_\_ School Nurse

\_\_\_\_\_ Other: \_\_\_\_\_

(3) \_\_\_\_\_

(3) \_\_\_\_\_

(3) \_\_\_\_\_

(3) \_\_\_\_\_

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

EDUC 788	Capstone Inquiry Seminar <b>OR</b>	3	Must be taken through Ashland University
EDUC 781	Thesis Capstone <i>(Prerequisites: Core requirements; completion of 21 (EDUC 781) or 24 (EDUC 788) hours) <b>OR</b></i>	(3)	Must be taken through Ashland University
	Prior Learning Assessment Approval	(3)	

**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.***