



**SCHOOL SUPERINTENDENT LICENSE  
PROGRAM CHECKSHEET - 2024-2025 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: \_\_\_\_\_

EMPLOYING SCHOOL DISTRICT: \_\_\_\_\_

AU ADVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

**PROGRAM CANDIDACY:** Admission to the School Superintendent Licensure program occurs upon entry to the Graduate School at AU. Candidates must have a teaching license and hold a master’s degree with appropriate coursework and licensure in school administration (see page 2 for required prerequisite coursework).

**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.

**RECOMMENDATION FOR LICENSURE:**

*APPLICATION DEADLINE* Once a candidate has completed the required coursework for a given licensure or endorsement program, they must apply for the licensure or endorsement within one year in order to be recommended by Ashland University.

*REQUIRED TESTS:* All candidates are required to take and pass a comprehensive exam created by the faculty of the Department of Doctoral Studies and Advanced Programs. Verification of this test is required.

If the candidate has not previously taken and passed the Ohio Assessment for Educators (OAE) test: *Educational Leadership* (015) or equivalent exam required for administrative licensure, the test must be passed before AU will recommend the candidate to the Ohio Department of Education (ODE) for this license.

To be eligible to receive the superintendent license, the applicant must have (a) worked for three (3) years as a school administrator under a principal or administrative specialist license and (b) successfully completed a master degree, administrative licensure, and superintendent program with applicable exams (see above).

**TRANSFER POLICY:**

- Up to 3 semester hours of transfer coursework may be applied to the *Education Coursework* on the following page.
- With the exclusion of EDAD 693, which must have been taken within 5 years of beginning the 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:

Prospective superintendent candidates who have earned an M.Ed. in an Educational Leadership or Educational Administration program that focuses on P-12 administration do not have to have their transcripts evaluated against the following list of prerequisite courses. Those who have a M.Ed. in another area are required to have their transcripts reviewed and may be required to take one or more of the following courses.

<b>NUMBER</b>	<b>TITLE</b>	<b>HRS</b>	<b>If transferred, list course number, title, institution name, and grade</b>
EDLS 501	Vision and Goals for School Leaders	1	_____
EDLS 502	Critical Concepts in Fiscal Resource Management	1	_____
EDLS 503	Critical Concepts in Human Resource Management	1	_____
EDLS 511	Theories of Instructional Leadership	1	_____
EDLS 512	Issues Impacting Student Achievement	1	_____
EDLS 513	Improving Instruction	1	_____
EDLS 521	Organizational Behavior in Education	1	_____
EDLS 522	Organizational Climate and Culture	1	_____
EDLS 523	Organizational Management for Educational Leaders	1	_____
EDLS 531	Legal Issues in Educational Leadership	1	_____
EDLS 532	Ethical, Professional & Legal Dimensions of Educational Leadership	1	_____
EDLS 533	Essential Concepts in School Safety & Crisis Management	1	_____
EDLS 541	Professional Development in Education	1	_____
EDLS 542	Political Dimensions of Educational Leadership	1	_____

## REQUIRED PRINCIPAL AND CIPD LICENSURE COURSEWORK:

<b>NUMBER</b>	<b>TITLE</b>	<b>HRS</b>	<b>If transferred, list course number, title, institution name, and grade</b>
EDLS 601	The Visionary School Leader (Prereq. EDLS 501)	1	Must be taken through Ashland University
EDLS 602	Managing Fiscal Resources (Prereq. EDLS 502)	1	Must be taken through Ashland University
EDLS 603	Managing Human Resources (Prereq. EDLS 503)	1	Must be taken through Ashland University
EDLS 622	Transforming Organizational Climate & Culture (Prereq. EDLS 522)	1	Must be taken through Ashland University
EDLS 633	Safety & Crisis Management for Educational Leaders (Prereq. EDLS 533)	1	Must be taken through Ashland University
EDLS 641	Professional Development in Action (Prereq. EDLS 541)	1	Must be taken through Ashland University
<b>TOTAL HOURS OF REQUIRED EDUCATION COURSEWORK</b>		<b>6</b>	

## REQUIRED POST-MASTER'S DEGREE COURSES FOR LICENSURE AS A SCHOOL SUPERINTENDENT:

<b>NUMBER</b>	<b>TITLE</b>	<b>HRS</b>	<b>If transferred, list course number, title, institution name, and grade</b>
EDAD 691	The Superintendency	3	_____
EDAD 693	School Finance & Economics	3	_____
EDAD 694	Organizational Management, Seminar & Internship for Superintendents	3	Must be taken through Ashland University
EDAD 698	Personnel and Resource Management	3	_____
EDAD 699	Special Topics: School Safety	<u>1</u>	_____
<b>TOTAL HOURS OF REQUIRED EDUCATION COURSEWORK</b>		<b>13</b>	

No more than one 3-credit-hour course may be transferred from another regionally accredited institution for this program. Candidates enter the program having already earned a master degree. Requests for coursework to be transferred to the institution for the above program and/or prerequisite courses for the Superintendent program will be reviewed by the faculty member serving as Program Director for the Superintendent program. Course syllabi may be required for course transfer.

DEPARTMENT CHAIR/PROGRAM DIRECTOR'S SIGNATURE (AS APPROPRIATE): \_\_\_\_\_ 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, 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.***