



## SCHOOL SUPERINTENDENT LICENSE PROGRAM CHECKSHEET - 2025-2026 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 #: \_\_\_\_\_  
DEGREE: \_\_\_\_\_ DATE \_\_\_\_\_ IHE: \_\_\_\_\_  
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.

**GPA/Grade Requirements:** Candidates must maintain a cumulative grade point average of 3.0 or above. College of Education courses below a C- must be repeated.

### RECOMMENDATION FOR LICENSURE:

Once a candidate has completed the required coursework, they must apply for the license **within one year** in order to be recommended by Ashland University.

To be eligible to receive the superintendent license, the applicant must have:

- A master's degree from an accredited university;
- Passed the [Ohio Assessment for Educators](#) (OAE) 015 Educational Leadership licensure exam;
- Three (3) years of successful experience in a position as a principal or administrative specialist while holding the respective license.

### 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 are required for transfer credit(s).
- 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 POST-MASTER'S DEGREE COURSES FOR LICENSURE AS A SCHOOL SUPERINTENDENT:**

Course Number	Title	Credit Hours	If transferred, list: Course #, Title, IHE, and Grade
<input type="checkbox"/> EDFN 501	APA Seminar <i>(taken in first semester)</i>	0	
<input type="checkbox"/> EDAD 691	The Superintendency	3	
<input type="checkbox"/> EDAD 693	School Finance and Resource Management	3	
<input type="checkbox"/> EDAD 698	Personnel, Facilities and Board Relations	3	
<input type="checkbox"/> EDAD 700	Capstone: Superintendent Internship	3	

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

Requests for coursework to be transferred for the above program will be reviewed by the Program Director for the Superintendent program. Course syllabi will be required for course transfer.

**PROGRAM DIRECTOR'S SIGNATURE:** \_\_\_\_\_**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.
- 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.