



## GRADUATE READING ENDORSEMENT (K-12) 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 NUMBER: \_\_\_\_\_

DEGREE: \_\_\_\_\_ DATE: \_\_\_\_\_ COLLEGE/UNIVERSITY: \_\_\_\_\_ GPA: \_\_\_\_\_

CURRENT LICENSE(S) HELD: \_\_\_\_\_

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

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

**PROGRAM CANDIDACY:** Admission to the Graduate Reading Endorsement program occurs upon entry to the Graduate School at AU. This program is available to licensed teachers only.

**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 licensure or endorsement within one year in order to be recommended by Ashland University.

**REQUIRED TESTS:** The following licensure test(s) must be passed before AU will recommend a candidate to the Ohio Department of Education (ODE) for this endorsement. This list is subject to change by the ODE.  
Ohio Assessment for Educators (OAE) Tests: *Reading Subtest I* (038) and *Reading Subtest II* (039).

### 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:

PREREQUISITE COURSES:

Ashland University requires that the Graduate Reading Endorsement candidate must have completed the 12-hour Ohio Reading Core or its equivalent. Courses listed below do not count toward the credit hours transferred in for the endorsement, although the courses must be evident on transcripts provided to the university. The state of Ohio requires that candidates must have knowledge of effective methods of instruction for individuals with dyslexia (In READ 440 beginning in spring, 2025). Undergraduate courses may be used to meet the prerequisite courses listed below.

COURSE DESCRIPTION	HRS	Course Transferred or Substituted or Semester taken & grade received
12 Semester Hours of Reading, including 3 Hours of Phonics, must be aligned to the Science of Reading (NOTE: Students must have 12 semester hours of Reading coursework. Students may submit verification of training in the Science of Reading if courses are older than 3 years:		

READ 510 Foundations of Literacy (3):	_____
READ 520 Phonological Awareness and Phonics (3):	_____
READ 530 Methods of Reading and Writing (3):	_____
READ 540 Reading Assessment, Instruction, & Intervention (3):	_____

GRADUATE READING ENDORSEMENT COURSES:

NUMBER	TITLE	HRS	If transferred, list course number, title, institution name, and grade
READ 610	Theoretical Foundations	3	_____
READ 620	Explicit and Systematic Literacy and Writing Instruction	3	_____
READ 630	Assessment and Diagnosis of Reading Difficulties	3	_____
READ 640	Reading Instruction for Fluency and Comprehension	3	_____
READ 650	Graduate Literacy Practicum <sup>1</sup>	3	These course credits must be received from Ashland University

TOTAL HOURS OF REQUIRED EDUCATION COURSEWORK 15

<sup>1</sup>Prerequisites for Internship: READ 610, READ 620, READ 630 & READ 640.  
No more than one 3-credit-hour course may be transferred from another regionally accredited institution for the Graduate Reading Endorsement program.

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