MASTER OF EDUCATION IN EDUCATIONAL LEADERSHIP WITH ADMINISTRATIVE LICENSURE – PROGRAM CHECKSHEET
2025-2026 CATALOG

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 MED in Educational Leadership program occurs upon entry to the Graduate School at Ashland University.

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 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.

License Eligibility:
To be eligible to receive the Principal or CIPD license, the applicant must:
- have a master's degree;
- have successfully taught two (2) years (or have 2 years of work experience under a professional pupil services license) at the grade levels for which the principal license is sought (i.e., P-6, 4-9, 5-12);
    - o   an official verification from a school district listing the number of years taught at each specific grade level will be required for recommendation for licensure
- successfully completed required prerequisite and licensure coursework;
- successful completion of the Ohio Assessment for Educators (OAE) Educational Leadership (015).

TRANSFER POLICY:
- All transferred and Ashland University 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.
    - o   Official transcripts from originating accredited institution(s) are required.
- No more than 12 credit hours may be transferred. The Capstone Internship (EDLS 559) must be taken at Ashland University. Coursework must be completed prior to the Internship.
- After entering the program, approval must be obtained for any courses taken from another accredited institution prior to enrolling in the course(s). No transfer credit will be given until an official transcript from the originating accredited institution has been submitted to Ashland University.

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.

REQUIRED COURSEWORK:

Course Number	Title	Credit Hours	Transferred or Substituted Courses or Semester Taken & Grade Received
EDFN 501	APA Seminar *(taken in first semester)*	0	
EDLS 550	Educational Leadership	3	
EDLS 551	Critical Concepts in Fiscal/Human Resource	3	
EDLS 552	Law, Ethics, and Labor Relations	3	
EDLS 553	Curriculum, Instruction, and Assessment Leadership	3	
EDLS 554	Issues Impacting Student Achievement & Special Populations	3	
EDLS 555	Research, Statistics and Data in Education	3	
EDLS 556	Employee Leadership & Evaluation	3	
EDLS 557	Change Process & Professional Staff Development	3	
EDLS 558	Operations, School Safety, and Mental Health	3	
EDLS 559	Capstone: Principal Internship*	3	

*MUST BE TAKEN AT ASHLAND UNIVERSITY   **30 Hrs.**

DEPARTMENT CHAIR/PROGRAM DIRECTOR'S SIGNATURE (AS APPROPRIATE): _____ DATE:_____

Ashland University
Advanced Program Gateways

Program	Admission to Program	Internship	Program Completion & Recommendation for Licensure

Superintendent Licensure	*3.0 GPA
	*Master's degree
	*Principal Licensure
	*OAE 015
		*3.0 GPA
		*Submission of Internship Application
		*Successful completion of required coursework
		*Successful completion of Ohio mandated content modules:
		  - Computer Science/Computational Thinking
		  - Substance Addiction (Opioid)
		*Mid-Program Survey
			*3.0 GPA
			*Successful completion of EDAD 700 internship requirements with minimum required hours documented

Principal Licensure	*2.75 GPA
	*Master's degree OR enrolled in Master's program
		*3.0 GPA
		*Submission of Internship Application
		*Successful completion of all prerequisite and licensure coursework
		*Successful completion of Ohio mandated content modules:
		  - Computer Science/Computational Thinking
		  - Substance Addiction (Opioid)
		*Mid-Program Survey
			*3.0 GPA
			*Master's degree
			*Successful completion of EDLS 559 Capstone: Principal Internship requirements with minimum required hours documented
			*Successful completion of *OAE 015: Educational Leadership*
			*Successfully taught for 2 years at the grade level for which license is sought

Administrative Specialist (CIPD) Licensure	*2.75 GPA
	*Master's degree OR enrolled in Master's program
		*3.0 GPA
		*Submission of Internship Application
		*Successful completion of all prerequisite and licensure coursework
		*Successful completion of Ohio mandated content modules:
		  - Computer Science/Computational Thinking
		  - Substance Addiction (Opioid)
		*Mid-Program Survey
			*3.0 GPA
			*Master's degree
			*Successful completion of Administrative Internship 1-4 requirements with minimum required hours documented
			*Successful completion of *OAE 015: Educational Leadership*
			*Successfully taught for two years under a provisional or professional teacher license or have at least 2 years of work experience under a professional pupil services license

Rev.04/22/2025