



**PRINCIPAL LICENSE
PROGRAM CHECKSHEET 2025-2026 CATALOG**

Advising Questions:
419.289.5486 or email
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 Principal licensure 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** to be recommended by Ashland University.

License Eligibility:

To be eligible to receive the Principal 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);
 - 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.
 - Official transcripts from originating accredited institution(s) are required.
- 12 credit hours of Principal Program Coursework including 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). 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.

PREREQUISITES: REQUIRED PREREQUISITE CONTENT/COURSES FOR LICENSURE AS A PRINCIPAL:

Course Number	Title	Credit Hours	If transferred, list: Course #, Title, IHE, and Grade
EDLS 550	Educational Leadership	3	
EDLS 553	Curriculum, Instruction, and Assessment in Leadership	3	
EDLS 554	Issues Impacting Student Achievement & Special Populations	3	
EDLS 555	Research, Statistics, and Data in Education	3	
EDLS 557	Change Process & Professional Staff Development	3	
EDLS 558	Operations, School Safety, and Mental Health	3	

REQUIRED PRINCIPAL LICENSURE COURSEWORK:

Course Number	Title	Credit Hours	If transferred, list: Course #, Title, IHE, and Grade
EDFN 501	APA Seminar (<i>taken in first semester</i>)	0	
EDLS 551	Critical Concepts in Fiscal/Human Resource	3	
EDLS 552	Law, Ethics, and Labor Relations	3	
EDLS 556	Employee Leadership & Evaluation	3	
EDLS 559	Capstone: Principal Internship	3	

12 Hrs.**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.