

Program of Study Intended for (Check One): Degree and License Degree Only License Only

Complete this Program of Study with your assigned faculty advisor during your first term of admission/acceptance in the program. Your faculty advisor will then forward it through the proper channels for final approval. Your copy will be returned when all approvals have been obtained. If you have submitted a program change form to the ESSC, RT 1401, a Program of Study for the new program will be sent to you and should be completed with your advisor as soon as possible.

Name: _____ CSU ID: _____ SSN: _____
 Address: _____ Home Phone: _____ Work Phone: _____
 City/State/Zip: _____ E-Mail: _____

A. DEGREE REQUIREMENTS - Courses listed under Part A. (or their equivalents) and a master's degree are also required for the "license only" track

	Credits	Course Prerequisites	<input checked="" type="checkbox"/> If Required	Enter substitute course # or waived if appr. by petition	Total Hrs. Required
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I. COLLEGE/PROGRAM CORE

Educational Research and Technology

EDB 601	Educational Research	3	Pre or CoReq: ETE 501	<input type="checkbox"/>	
ETE 501	Technology Strand	2	None	<input type="checkbox"/>	
		5			<input type="checkbox"/>

Social Foundations (Select one based on advisor approval and check box)

EDB 604	<input type="checkbox"/> Social Issues and Education	3	None	<input type="checkbox"/>	
EDB 606	<input type="checkbox"/> Philosophy of Education	3	None	<input type="checkbox"/>	
EDB 608	<input type="checkbox"/> School and Society in the American Past	3	None	<input type="checkbox"/>	
EDB 609	<input type="checkbox"/> Comparative and International Education	3	None	<input type="checkbox"/>	
		3		<input type="checkbox"/>	<input type="checkbox"/>

Human Development (Select one based on advisor approval and check box)

EDC 501	<input type="checkbox"/> Child Development	3	None	<input type="checkbox"/>	
EDB 620	<input type="checkbox"/> Psychology of the Adolescent Learner	3	None	<input type="checkbox"/>	
EDB 628	<input type="checkbox"/> Psychology of Learning and Instruction	3	None	<input type="checkbox"/>	
		3		<input type="checkbox"/>	<input type="checkbox"/>

II. SPECIALIZATION

EDB 612	Curriculum Theory and Instruction	3	None	<input type="checkbox"/>	
ADM 613	School Law	4	ADM 614 recommended	<input type="checkbox"/>	
ADM 614	Admin Principles & Practice (to be taken prior to Practicum)	4	None	<input type="checkbox"/>	
ADM 615	Instructional Leadership and Pupil Personnel Administration	4	None	<input type="checkbox"/>	
ADM 618	Staff Personnel Administration	2	ADM 614 recommended	<input type="checkbox"/>	
ADM 676	Clinical Supervision and Professional Development	4	None	<input type="checkbox"/>	
ADM 642	Collective Bargaining and Contract Management	2	None	<input type="checkbox"/>	
		23			<input type="checkbox"/>

III. TRANSFERABLE CREDITS FROM ANOTHER INSTITUTION (See item 2 on back for additional information)

(A Graduate Credit Transfer Form needs to be completed for the courses listed below and submitted to your advisor for approval and forwarding to the ESSC)

Note: Maximum of 9 sem. hrs. of letter-graded, graduate-level coursework; must have received a "B" or better in any transferred course.

Course #	Institution	Credits	CSU Equivalent	Comments

IV. CULMINATING EXPERIENCE/EXIT REQUIREMENT (See item 1 on back for additional information)

Check Option	Credits	
<input type="checkbox"/> Comp Exam (register for EDB 691 if no other course(s) being taken)	0	(Must be registered for at least 1 graduate hour during the term taken)
<input type="checkbox"/> Project (EDA 698)	1-4	(Must be registered for at least 1 graduate hour during the term completed)
<input type="checkbox"/> Thesis (EDA 699)	1-4	(Must be registered for at least 1 graduate hour during the term completed)

TOTALS (Min. 34 sem. hrs. for degree)

B. ADDITIONAL REQUIREMENTS FOR LICENSURE (See items 3 & 4 on back for additional information)

Prerequisites/Eligibility - Candidates for an administrator license must hold a master's degree in School Administration (or completed comparable coursework to CSU's M.Ed programs) and complete 2 years of successful teaching under a provisional or professional license at the age levels for which the principal license is sought.

	Credits	Course Prerequisites	<input checked="" type="checkbox"/> If Required	Enter substitute course # or waived if appr. by petition
ADM 677 or ADM 674	4	Legal and Policy Issues in Education OR Special Education Law	<input type="checkbox"/>	ADM 613
ADM 643	4	School Finance	<input type="checkbox"/>	None
		8		

Practicum (Requires taking ADM 682 and either ADM 681 for Principal I grades PK-9 and/or ADM 683 for Principal II grades 4-12)

Note: ADM 614 is a prerequisite for the Practicum courses (ADM 681, 682, and 683).

ADM 682	Middle School Admin: Theory and Pract II (Req'd Course)	2	ADM 614, min. of 24 hrs. completed	<input type="checkbox"/>
(Select one or both of the following based on license area(s) desired and check box)				
ADM 681	<input type="checkbox"/> Elementary School Admin: Theory & Pract II	2	ADM 614, min. of 24 hrs. completed	<input type="checkbox"/>
ADM 683	<input type="checkbox"/> Secondary School Admin: Theory and Pract II	2	ADM 614, min. of 24 hrs. completed	<input type="checkbox"/>

ADDITIONAL HOURS FOR LICENSURE



ALL STUDENTS MUST READ AND COMPLETE THE BACK OF THIS CHECKLIST BEFORE SIGNING BELOW

Student _____ Date _____ Faculty Advisor _____ Date _____

Dept. Chair _____ Date _____ Associate Dean _____ Date _____

1. EXIT REQUIREMENTS FOR DEGREE-SEEKING STUDENTS:

Applying for Graduation – Applications for graduation are available in the Graduation Office, UC 400. You are encouraged to apply two semesters before your expected graduation date. Application deadlines are April 14th for Fall semester, September 9th for Spring semester, and February 1st for Summer semester. A graduation fee of \$25 (effective 3/1/02) is assessed upon submission of your graduation application.

Comprehensive Exam Option – If selecting this option, the comprehensive exam should be taken during or after your last term of coursework. Placement on the comprehensive exam list requires that you apply for graduation, have a program of study on file in the Education Student Services Center (ESSC), and be registered for at least one (1) graduate hour during the term taken. Exam notices are sent approximately 1 month before the exam. If you wish to take the exam earlier than the term you plan to graduate, you must state so on the graduation application. Graduation applications are available in the Graduation Office, UC 400.

Thesis/Project Option – If selecting the thesis or project option, you must be registered for at least one (1) graduate hour until completion of this requirement and submit a *Proposal Approval* form prior to submission of the final thesis or project. Thesis/Project forms and instructions are available in the ESSC, RT 1401.

2. GRADUATE CREDIT TRANSFER/EXTENSION OF 6-YEAR LIMIT:

Graduate Credit Transfer – A Graduate Credit Transfer form must be completed when requesting credit toward your degree program for graduate-level courses taken at another institution. Transfer eligibility requires that courses be less than 6 years old (unless a petition is filed and approved to extend the 6-year limit—see below), were not used to meet previous degree requirements, and where a letter grade of “B” or better was earned. No more than nine (9) semester hours are transferable and you need to complete 12 semester hours at CSU before you can apply. Transcripts and course descriptions must accompany the Graduate Credit Transfer form, which is available in the ESSC, RT 1401.

Extension of 6-Year Limit – A College Petition and corresponding Course Relevancy Statements must be completed when requesting credit for graduate-level coursework that will be more than 6 years old at the time you graduate. Petitions and Relevancy Statements are available in the ESSC, RT 1401.

3. LICENSURE:

Please check the appropriate box for the license you are seeking: Principal I (grades PK-9) Principal II (grades 4-12)

IS THIS YOUR FIRST CERTIFICATE/LICENSE (Does not include Temporary, Substitute, Non-Tax, or Non-Ohio Credentials)? Yes No

Please list other teaching credentials you currently hold: _____

ALL APPLICANTS FOR LICENSURE MUST READ AND SIGN THE MORAL VERIFICATION BELOW:

In accordance with the Teacher Education Standards of the State of Ohio, the issuance of a teaching license is in part dependent on verification that the candidate is “of good moral character.” In making a determination of the moral character of a candidate, the State requires each candidate to submit to a criminal record fingerprint check. In addition, you will be asked five questions on the licensure application regarding criminal convictions that must be answered truthfully. I certify that I have read this statement and understand what will be asked of me when applying for my license.

Student’s Signature: _____ Date: _____

Licensure application packets are available in the ESSC, RT 1401. Upon completion of the coursework as noted on your program of study, you may apply for your license. Eligible applicants for the Principal’s license should apply for the Initial Two-Year License unless you currently hold a Principal’s credential. If an additional Principal license is sought, applicants should apply as "Adding a Teaching Field to an Existing License" or for the "Initial Five-Year Professional License" if you currently hold a certificate. A copy of your teacher’s certification/license (if previously certified/licensed), final transcript, NTE (Praxis II) scores (if required), BCI Clearance Report (if applying for an initial certification/license), and a check or money order made out to Ohio T.E.C. must accompany your application. Please Note: If you have never submitted fingerprints for a background check or have not submitted fingerprints for a background check in over a year, you must submit a new set to the Bureau of Criminal Investigation (BCI). Instructions for submitting fingerprints along with the fingerprint forms are included in the application packet.

4. PRAXIS II:

To receive a license in Administration, a passing score on the following Praxis II exam must be achieved. You **must** designate CSU (code R1221) as a score recipient **each** time you register for the Praxis to have "passed" exams permanently recorded on your transcripts.

State/Assoc. Licensure Area	Test Code	Test Name	Test Length (hrs.)	Passing Score
All Administrative Licenses	10410	Educational Leadership: Administration & Supervision	2	610

The Praxis Web site at www.ets.org/praxis provides all the information you will need to take the exam, including registration information and test preparation materials and services. The Praxis Registration and Information Bulletin is also available at CSU’s Testing Center, UC 253B.