Educational Leadership

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, JH 170, 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: _____

Address: _____   Home Phone: _____   Other Phone: _____

City/State/Zip: _____   E-Mail: _____

A. DEGREE AND LICENSE REQUIREMENTS		Credits	Course Prerequisites	✔ If Required	Enter substitute course # or waived if appr. by petition	Total Hrs. Required
Research/Inquiry						
EDB 601	Research in Education & Human Services	3	None			
Specialization						
ADM 613	School Law	3	None			
ADM 614	Admin Principles & Practices	3	None			
ADM 615	Instructional Leadership and Personnel Administration	3	None			
ADM 642	Human Resources & Community Engagement	3	None			
ADM 643	School Finance & Facilities Management	3	None			
ADM 674	Special Education Law	3	ADM 613			
ADM 676	Clinical Supervision & Professional Development	3	None			
ADM 681	Adminstration Practicum I School Principal	3	Completion of 24 hrs including ADM 614 & approved application			
ADM 682	Adminstration Practicum II School Principal	3	Completion of 24 hrs including ADM 614 & approved application			
		30				

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	

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

Check Option		Credits	
	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)
	Project (EDA 698)	1-4	(Must be registered for at least 1 graduate hour during the term completed)
	Thesis (EDA 699)	1-4	(Must be registered for at least 1 graduate hour during the term completed)

B. Additional Program Requirements (can be fulfilled with undergraduate coursework)

Course #	Credits	Enter substitute course # or waived if appr. by petition	✔ If Required	Institution
Theory & Practice				
Curriculum Theory & Instruction				
Education Policy, History, & Social Context (Select One)				
Equity in Community & Classroom Settings				
Philosophy of Education				
Political Landscape of Education				
Comparative & International Education				
Human Development (Select One)				
Child Development				
Psychology of the Adolescent Learner				
Psychology of Learning and Instruction				
			Additional Hours	

TOTALS (Min. 30 sem. hrs. for degree)	

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

Student _____ Date _____   Faculty Advisor _____ Date _____

Dept. Chair _____ Date _____   ESSC _____ Date _____

1. EXIT REQUIREMENTS FOR DEGREE-SEEKING STUDENTS:

Applying for Graduation – Graduate students with more than 15 hours and degree-seeking status will have the "Apply to Graduate" button available to them on the Graduation Tab in CampusNet. Once a student applies online, the graduation fee is charged to the student account and the review process begins. It takes six to eight weeks to complete the initial review. Students are encouraged to track the progress of their graduation application on the "Application Tracking" page on the "Graduation" tab.

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 ESSC, and be registered for at least one (1) graduate hour during the term taken. Exam notices are sent approximately one month before the exam. If you wish to take the exam earlier you must submit a Comprehensive Exam Special Request form to the ESSC.

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 at https://levin.csuohio.edu/essc/graduation-process.

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, JH 170.

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, JH 170.

3. LICENSURE:

PLEASE COMPLETE THE ATTACHED EXPERIENCE VERIFICATION FORM TO DETERMINE YOUR ELIGIBILITY FOR THE PRINCIPAL LICENSE LISTED BELOW. KEEP THE VERIFICATION FORM ATTACHED TO YOUR PROGRAM OF STUDY WHEN SUBMITTING IT FOR FINAL APPROVAL.

Please check the box for the license you are seeking: Principal (grades PK-6)   Principal (grades 4-9)   Principal (grades 5-12)

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: _____

ALL DEGREE-ONLY CANDIDATES MUST READ AND SIGN BELOW:
According to the Ohio Administrative Code, eligibility for principal licensure requires 2 years of teaching experience in one or more of the following principal grade bands (PK-6, 4-9, 5-12) under one of the following licenses: Early Childhood, Primary, Middle Childhood, Multi-Age, AYA, Intervention Specialist, or Career-Tech or 2 years of work experience in grades PK-12 for those with a pupil services license. I certify that I have read this statement and understand that I am not eligible for principal licensure.

Student's Signature: _____ Date: _____

Beginning January 2014, all requests for a new credential must be completed on-line through the Ohio Department of Education's (ODE) website. Information regarding the on-line license application process can be found at http://education.ohio.gov/Topics/Teaching/Educator-Licensure. After visiting this website if you still have questions regarding the on-line application process, please contact the Education Advising Office at 216-687-4625. Once you have submitted your on-line license application to the ODE and payment is made, it will be forwarded to Cleveland State for review. CLEVELAND STATE MUST HAVE ON FILE AN APPROVED PROGRAM OF STUDY, A RECORD OF YOUR PRAXIS/OAE SCORES, AND RESULTS OF YOUR PORTFOLIO ASSESSMENT (IF REQUIRED) TO APPROVE YOUR LICENSE APPLICATION. If your application is declined by Cleveland State, you will need to contact the Education Advising Office at 216-687-4625 for further information. You will be notified by the ODE if you do not have a current background check on file with them.

4. OHIO ASSESSMENTS FOR EDUCATORS (OAE) Effective 9/1/13:

To receive a Principal License, a passing score on the following OAE Content exam must be achieved. NOTE: You must cite Cleveland State as your education preparation institution each time you register for the OAE as CSU will need to have a copy on file to approve your on-line license application.

State/Assoc. Licensure Area	Test Code	Test Name	Qualifying Score
Principal Licensure	015	Educational Leadership (eff. 9/1/13)	220

The Ohio Assessments for Educators (OAE) exams offered by Pearson are computer-delivered and offered continuously on demand. Registration information and directions for the OAE can be found at http://www.oh.nesinc.com/

PRINCIPAL LICENSURE EXPERIENCE VERIFICATION FORM

Candidates for Principal Licensure must hold a master's degree and have two years of successful teaching experience in one or more of the principal grade bands (PK-6, 4-9, 5-12) under one of the following licenses to be eligible for that particular principal license: Early Childhood, Elementary, Middle Childhood, Mutli-Age, AYA, Intervention Specialist, or Career-Tech OR 2 years of work experience in grades PK-12 for those with a pupil services license.

Name: _____ CSU ID: _____

Please check the appropriate principal licensure area(s) your are seeking:

   Principal Grades PK-6: Requires Early Child, Primary, Middle Child, Multi-Age, or Interv Specialist lic & 2 yrs teaching exp in grades PK-6
   Principal Grades 4-9: Requires Middle Child, Multi-Age, Interv Specialist, AYA, or Career-Tech lic & 2 yrs teaching exp in grades 4-9
   Principal Grades 5-12: Requires Middle Child, Multi-Age, Interv Specialist, AYA, or Career-Tech lic & 2 yrs teaching exp in grades 5-12

Do you hold an Ohio provisional, resident educator, professional, or permanent license or certificate?   Yes   No

If yes, please state the credential(s) you hold: _____

_____

Employment History (list most current employer first, use additional paper if needed):

Employer: _____

Position Held: _____

Grade Level(s) Served in this Position: _____

Number of Years at Position:_____

Position Start Date: _____ Position End Date: _____

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Employer: _____

Position Held: _____

Grade Level(s) Served in this Position: _____

Number of Years at Position:_____

Position Start Date: _____ Position End Date: _____

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Employer: _____

Position Held: _____

Grade Level(s) Served in this Position: _____

Number of Years at Position:_____

Position Start Date: _____ Position End Date: _____

(Please keep this form attached to your program of study)