Program of Study Intended for (Check One):   ☐ **Degree and License**   ☐ **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.

Name: _____   CSU ID: _____

Address: _____   Home Phone: _____   Other Phone: _____

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

I. CHECK APPROPRIATE LICENSE AREA BELOW:

		Credits	✔ If Required	D=Degree L=License DL=Both Degree & License			Total Hrs. Required

☐ **Curriculum, Instruction and Professional Development (CIPD)** — **Electives (7 credits) and substitute courses** — Credits
Prereq: Master's Degree and two years of successful teaching under a professional license

Course	Title	Credits	If Req				Total
EDB 612	Curriculum Theory and Instruction	3					
ADM 613	School Law	4					
ADM 615	Instructional Leadership & Pupil Personnel Administration	4					
ADM 618	Staff Personnel Administration	**2**					
ADM 676	Clinical Supervision & Professional Development	4					
ADM 680	Supervision Practicum (2 sem., 2 credits per sem.)	4					
ADM 811	The School Superintendency (Not Reqd for "License Only")	4				**CIPD Totals**	

☐ **Educational Staff Personnel Administration** — **Electives (4 credits) and substitute courses** — Credits
Prereq: Master's Degree and two years of successful teaching under a professional license

Course	Title	Credits					Total
ALD 645	Organizational Behavior and Change	4					
ADM 615	Instructional Leadership & Pupil Personnel Administration	4					
ADM 618	Staff Personnel Administration	2					
ADM 676	Clinical Supervision & Professional Development	4					
ADM 642	Collective Bargaining & Contract Management	2					
ADM 643	School Finance and Economics	4					
ADM 811	The School Superintendency	4					
ADM 880	Internship (2 semesters, 2 credits per semester)	4				**Staff Personnel Totals**	

☐ **Principalship: Check box for license area sought:**   ☐ **Principal I (grades PK-9)**   ☐ **Principal II (grades 4-12)**
Prereq: Master's Degree and two years of experience under a provisional or professional license in a school setting at the age levels for which the principal license is sought.

Enter substitute course # if listed course not needed — Credits

Course	Title	Credits					Total
ADM 613	School Law	4					
ADM 614	Administration Principles and Practices	4					
ADM 615	Instructional Leadership & Pupil Personnel Administration	4					
ADM 618	Staff Personnel Administration	2					
ADM 676	Clinical Supervision & Professional Development	4					
ADM 642	Collective Bargaining & Contract Management	2					
ADM 643	School Finance and Economics	4					
ADM 674 OR	Special Education Law OR	4					
ADM 677	Legal and Policy Issues in Education	4					
ADM 682	Middle School Admin: Theory & Pract II (Reqd for Princ I & II)	2					
ADM 681 OR	Elementary School Admin: Theory & Pract (Reqd for Princ I) **or**	2					
ADM 683	Secondary School Admin: Theory & Pract (Reqd for Princ II)	2				**Principal Totals**	

☐ **Pupil Services Administration** — **Electives (2 credits) and substitute courses** — Credits
Prereq: Master's Degree and two years of experience under a professional pupil services license

Course	Title	Credits					Total
ADM 614	Administration Principles and Practices	4					
ADM 615	Instructional Leadership & Pupil Personnel Administration	4					
ADM 618	Staff Personnel Administration	2					
ADM 676	Clinical Supervision & Professional Development	4					
ADM 643	School Finance and Economics	4					
ADM 674 OR	Special Education Law OR	4					
ADM 677	Legal and Policy Issues in Education	4					
ADM 811	The School Superintendency	4					
ADM 680	Supervision Practicum (2 sem., 2 credits per sem.)	4				**Pupil Services Totals**	

☐ **Superintendent** — **Electives (16 credits) and substitute courses** — Credits
Prereq: Master's Degree, hold a principal or administrative specialist license, and three years of experience as a principal or administrative specialist

Course	Title	Credits					Total
ADM 674 OR	Special Education Law OR	4					
ADM 677	Legal and Policy Issues in Education	4					
ADM 752	School Business Management & School Facilities	4					
ADM 811	The School Superintendency	4					
ADM 880	Internship (2 semesters, 2 credits per semester)	4					
						Superintendent Totals	

II. 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 Equiv.	
				Transfer Totals

III. CULMINATING EXPERIENCE/EXIT REQUIREMENT (See item 1 on back for additional information)
CHECK OPTION:
☐ **Comp Exam** (register for EDB 691 if no other course being taken)   ☐ **EDA 698 Project (1-4 hrs)**   ☐ **EDA 699 Thesis (1-4 hrs)**

TOTAL HOURS _____

🛑 ➡ **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. 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 one 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.

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, JH 170.

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 state the license you are seeking: _____

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: _____

Information on applying for your license is available in the ESSC, JH 170. You should print a copy of the license application from the Ohio Department of Education (ODE) website just prior to submitting your application. Upon completion of the coursework as noted on your program of study, you may apply for your license. Effective January 1, 2010, eligible applicants for the Principal license should apply for the "Initial Five-Year Professional License" unless you currently hold a Principal credential. If an additional Principal license is sought, you should apply as "Adding a Teaching Field to an Existing License" or for the "Initial Five-Year Professional License" if you currently hold a Principal certificate rather than a license. If you are applying for licensure in CIPD, Staff Personnel Administration, Pupil Services, or Superintendency, you should apply for the "Initial Five-Year Professional License." **A copy of your teacher's certification/license, final transcript, NTE (Praxis II) scores (if required), BCI and FBI Clearance Report, and a check or money must accompany your application before submitting to the ESSC for processing**. Please Note: Effective November 14, 2007, all applicants for licensure must complete both the BCI and FBI background check and submit the results with their license application. Electronic fingerprinting for both the BCI and FBI background check is available in the ESSC, JH 170, and from various WebCheck locations in the Cleveland area.

4. PRAXIS II:
To receive an Administrator license, a passing score on the following Praxis II exam must be achieved.
NOTE: 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	Qualifying Score
All Administrator Licenses (required if not taken previously)	0411	Educational Leadership: Administration & Supervision (eff. 9/1/10)	149

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.