

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

Complete this Program of Study with your 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. 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 REQUIREMENTS** (\*Students holding an Ohio Provisional/Professional teaching certificate or license may apply for the Reading Endorsement upon completion of those courses listed under Part A, marked with an asterisk)

	Credits	Course Prerequisites	<input checked="" type="checkbox"/> If Required	Enter substitute course # or waived if appr. by petition	Total Hrs. Required
<b>I. COLLEGE/PROGRAM CORE</b>					
<b>Research/Inquiry</b>					
EDB 601	3	None			[ ]
ETE 501	2	None			
	<b>5</b>				
<b>Education Policy, History, &amp; Social Context</b>					
EDB 604	3	None			[ ]
EDB 606	3	None			
EDB 608	3	None			
EDB 609	3	None			
	<b>3</b>				
<b>Human Development (Select one based on advisor approval and check box)</b>					
EDC 501	3	None			[ ]
EDB 620	3	None			
EDB 628	3	None			
ALD 605	3	None			
	<b>3</b>				
<b>Theory &amp; Practice</b>					
EDB 612	3	None			[ ]
	<b>3</b>				
<b>II. SPECIALIZATION</b>					
*EDL 502	3	None			[ ]
*EDL 503	3	EDL 502			
*EDL 504	3	EDL 503			
*EDL 695	3	EDL 502, EDL 503, and either EDL 505 or 511 or 512 or 513; Pre or CoReq: EDL 504			
	<b>12</b>				
<b>III. READING ELECTIVE (Undergraduate equivalents can be used for the Reading Endorsement but degree-seeking students must select one of the graduate-level courses below)</b>					
*EDL 511	3	None			[ ]
*EDL 512	3	None			
*EDL 513	3	None			
*EDL 505	3	None			
	<b>3</b>				

**IV. ELECTIVE FOR DEGREE-SEEKING STUDENTS** (Select at least one graduate cr hr from the following options: Independent Study, TESOL courses, or alternative option approved by advisor)

			[ ]
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**V. 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

**V. CULMINATING EXPERIENCE/EXIT REQUIREMENT** (See Item 1 on back for additional information)

Check Option	Credits		
Action Research Project/Portfolio Assessment (EDL 695)	0		
Comp Exam (register for EST 691 if no other course(s) being taken)	0	(Must be registered for at least 1 graduate hour during the term taken)	[ ]
Project (EST 698)	1-4	(Must be registered for at least 1 graduate hour during the term completed)	
Thesis (EST 699)	1-4	(Must be registered for at least 1 graduate hour during the term completed)	

**TOTALS (Min. 30 sem. hrs. for degree)** [ ]

**B. READING ENDORSEMENT REQUIREMENTS**

**Eligibility:** Must be a provisionally/professionally certified or licensed teacher in the State of Ohio.

**When to apply:** Upon successful completion of all coursework listed under Items II and III above and passage of the OAE Content Exams in Reading (see below).

You **must** designate CSU 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 license application

OAE	State/Association Licensure Area	Test Code	Test Name	Qualifying Score	
	Reading Endorsement - 059902	038	Reading (Subtest I)	220	<b>Effective 9/1/13</b>
		039	Reading (Subtest II)	220	<b>Effective 9/1/13</b>

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/>

**How to apply:** See item 4 on back



**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.

Exit Requirement Options - In consultation with your faculty advisor, you must select one of the following four options as your culminating experience/exit requirement: Action Research Project/Portfolio Assessment (EDL 695) - If selecting this option, you must successfully complete EDL 695 (grade of B or better) and the action research project and portfolio assessment requirement of this course. Upon receipt of final grades showing successful completion, the ESSC will forward a notice of degree completion to the Graduation Office. If unsuccessful, you may complete one of the other three options below.

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 graduate hour during the term taken. Exam notices are sent approximately one month before the exam.

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 at <https://levin.csuohio.edu/essc/petitions>.

## 3. ENDORSEMENT ELIGIBILITY:

To be eligible for the Reading endorsement, you must hold a valid provisional, professional, or permanent teaching certificate or license in the State of Ohio. Upon successful completion of the required courses listed on this program of study and the passage of the OAE Content exam, you may apply for the endorsement (see item 4 below). Teachers holding temporary, substitute, or non-tax/non-Ohio credentials are not eligible for the endorsement.

## 4. APPLICATION FOR ENDORSEMENT:

Please state the teaching credential you are seeking:

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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:

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## ALL APPLICANTS FOR THE ENDORSEMENT 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 credential 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, 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 endorsement.

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.