

## **REQUIREMENTS FOR TEACHER LICENSURE**

Thank you for your interest in pursuing teacher licensure at Ohio University. Because of the large number of evaluation requests we receive, we do not officially evaluate transcripts to determine requirements until you are admitted to Ohio University. By providing the enclosed information, we hope to assist you in evaluating your own transcript and give you an idea of the time required to complete a licensure program.

The following chart lists the time normally required to complete licensure after completion of a Bachelor's degree in a related field. Our undergraduate program, either for a second Bachelor's degree or for adding teacher licensure to a first Bachelor's degree, requires you to be available as a full-time student during the day. The Master's degree may be obtained as a part-time student in the evenings and in the summer.

Grade Level	Teaching Licensure or 2nd BS degree**	Professional Education Courses (quarter hours)	Subject or Teaching Field Hrs.	Masters degree
Early Childhood (PreK-3)	3 years	60-70+	60-70+	n/a
Middle Childhood (4-9)	1½ years	55-65	80+	2 yrs
Adolescent to Young Adult (7-12)	1½ years	50-60	70+	2 yrs
Multi-Age Fields (PreK-12) Art, Music, Modern Language	1½ years	50-60	80+	2 yrs
Special Education* (K-12)	2 years	100+	n/a	1½ yrs

\* If you already hold a Bachelor's Degree, you must pursue a Master's Degree.

\*\* Times are approximate depending on how previous course work meets content area requirements.

In order to do an accurate self-evaluation, you will need a current checklist of requirements for the teaching field in which you are interested, as well as program selective admission and retention criteria. These materials can be found at:

<http://www.ohiou.edu/education/stuservices/udownloads.html>

Below, you will find general information about the transfer of courses and the steps involved in evaluating your transcript. If after examining this information you determine that you wish to pursue teacher licensure at Ohio University for a second Bachelor's degree or adding teacher licensure to your previous degree, contact the Office of Admissions (740-593-4100). If you prefer to follow a Master's degree, contact Graduate Student Services (740-593-2800) for admission information. Be sure to request a catalog to aid in your self-evaluation.

If accepted in a Master's program, you will see your faculty advisor to officially determine your required classes. Accepted undergraduate students should make an appointment with an advisor in Student Services, Room 124 McCracken Hall, 740-593-4400 to discuss any specific questions.

## **TRANSCRIPT EVALUATION PROCEDURE**

- STEP ONE** Examine the criteria for admission to an education program. Can you meet the required GPA and other admission criteria at OU? Can you pass the entrance exam? Yes? Go on to Step Two.
- STEP TWO** If you are interested in a 2nd Bachelor's degree or adding a teacher licensure to your previous Bachelor's degree, both done at the undergraduate level, compare your undergraduate transcript to the list of requirements for the teaching field. (*You will need an Ohio University catalog for an accurate comparison.*) Read the course titles. Check-off courses that you have already had and in which you received a grade of "C-" or better. Graduate degrees require graduate coursework and only take into consideration undergraduate coursework in the teaching field.
- STEP THREE** Keeping in mind the chart that shows the amount of time that is usually required to complete the program, and considering the information about transfer of courses shown below, count the number of course hours that you have not checked off, the courses that you think you still have to do.

### **TRANSFER INFORMATION** **Quarter Hours = Semester Hours x 1.5.**

#### **MASTER'S DEGREE**

You are permitted to transfer 12 quarter hours of graduate course work according to the following:

- Approval by your advisor
- Course work not over 5 years old
- Letter grade of "B" or better
- From an accredited institution
- Applicable to an advanced degree at the institution where taken.

#### **BACHELOR'S DEGREE (adding a teaching licensure to a Bachelor's degree)**

Grades in all transfer courses must be a "C-" or better and from an accredited institution.

#### **GENERAL EDUCATION**

The College of Education is very lenient in transferring general education courses. In most cases we find that general education requirements are almost all met by your previous degree. The most important exceptions are for students who did not take Introductory Psychology, Public Speaking, College Math, or College English Composition. If your degree did not require these courses, you will need to take them at OU.

If you are pursuing a teacher licensure only in a K-12 field, middle or high school, and not a 2nd Bachelor's degree, these four courses are the only general education requirements that you need to check off.

If you are interested in teacher licensure, and not a 2nd Bachelor's degree, in Special or Early Childhood Education, you will need to fulfill all general education requirements. Therefore you must compare your transcript to the entire list of general education requirements.

Similarly, if you intend to pursue a 2nd Bachelor's degree, a BSED, in any teaching field, you must analyze your transcript for all general education requirements.

Your general education courses, from previous course work and at OU, must total 45 quarter hours (30 semester hours). If you intend to complete a BSED degree from Ohio University, you will also be required to take a Tier III course, which is a senior level synthesis course.

**TEACHING FIELD (the subject you wish to teach, i.e. History, English)**

The teaching field requirement applies to Middle School, High School, and Multi-Age K-12 fields. These classes will transfer very well from similar four-year accredited institutions. Courses from two-year technical colleges may transfer as first or second year courses only. You must complete 25% of the required hours at Ohio University and your GPA in this field must be a 2.75 or higher. We do not want you to retake material that you already know. In evaluating this field, make sure you have enough hours, and the required content. For example, English teachers must have 69 quarter hours, which includes English Literature, Shakespeare, International Literature, etc.

**PROFESSIONAL REQUIREMENTS (Education courses)**

The College of Education is very strict about the transfer of education courses. Normally, we will not allow more than 25% of your professional courses to be transferred. The courses that are accepted for transfer are usually foundations courses such as child development, educational psychology, educational policy and the exceptional learner. OU is more strict about accepting methods and field experience courses. All Education courses should not be older than five years.

**STEP FOUR** Now that you have an approximate number of quarter hours that will be required, you can figure out how long it will take you. OU has 3 ten-week quarters, fall, winter and spring, and 2 five week summer sessions. Most of these courses are offered most of the time. An undergraduate full time load is 12-20 hours (4-5 courses) during the regular year, and 12-16 hours (3-4 courses) during the summer. A full time graduate load is 9 hours. Divide the number of quarter hours you have determined that you will need by the number of hours you think you can handle in a quarter. This is how many quarters you will need to spend at OU.

Professional Lab or student teaching is a full time quarter (16 hours). You cannot take other courses along with this.

**STEP FIVE** Contact the appropriate admissions office for information. After acceptance, make an appointment with your advisor to discuss a formal evaluation. Be sure to provide a copy of your self-evaluation for comparison. Use the attached form.

**College of Education**  
**Student Services**  
(740) 593-4400

124 McCracken Hall  
Athens, OH 45701  
education@ohio.edu

## Request for Transcript Evaluation

### Information and Directions

This form is to be used by **ALL** students who wish to enroll in the College of Education to complete the requirements for licensure in the State of Ohio.

Please complete the following information completely. File your request in the **Student Services Office, 124 McCracken Hall, Athens, OH 45701**. A written response will be mailed, usually within 2-4 weeks for each evaluation. If you have questions, please contact the Student Services Office, 124 McCracken Hall, (740) 593-4400.

Name \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

SSN \_\_\_\_\_ Date \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Previous College of Enrollment \_\_\_\_\_ Date of Graduation \_\_\_\_\_

Unofficial Transcript(s) (copies) enclosed \_\_\_\_ Yes \_\_\_\_ No Copy of Self-evaluation enclosed \_\_\_\_ Yes \_\_\_\_ No

Major Field of Study \_\_\_\_\_

Program(s) you wish to have your transcript(s) evaluated toward:

- |  |  |
|--|--|
| <input type="checkbox"/> Art Education (PreK-12)                 | <input type="checkbox"/> Life Science (Grades 7-12)                    |
| <input type="checkbox"/> Early Childhood (PreK-Grade 3)          | <input type="checkbox"/> Middle Childhood: Language Arts (Grades 4-9)  |
| <input type="checkbox"/> Earth/Space Science (Grades 7-12)       | <input type="checkbox"/> Middle Childhood: Mathematics (Grades 4-9)    |
| <input type="checkbox"/> Integrated Language Arts (Grades 7-12)  | <input type="checkbox"/> Middle Childhood: Science (Grades 4-9)        |
| <input type="checkbox"/> Integrated Mathematics (Grades 7-12)    | <input type="checkbox"/> Middle Childhood: Social Studies (Grades 4-9) |
| <input type="checkbox"/> Integrated Science (Grades 7-12)        | <input type="checkbox"/> Mild – Moderate Educational Needs (K-12)      |
| <input type="checkbox"/> Integrated Social Studies (Grades 7-12) | <input type="checkbox"/> Moderate – Intensive Educational Needs (K-12) |
| <input type="checkbox"/> Modern Language: French (PreK-12)       | <input type="checkbox"/> Music (Choral) (PreK-12)                      |
| <input type="checkbox"/> Modern Language: German (PreK-12)       | <input type="checkbox"/> Music (Instrumental) (PreK-12)                |
| <input type="checkbox"/> Modern Language: Spanish (PreK-12)      | <input type="checkbox"/> Physical Science (Grades 7-12)                |

Will enroll as:

Degree seeking student (earn additional degree)  Non-degree student (licensure only)

Student's Signature \_\_\_\_\_

*Additional requirements will be outlined in the **Selective Admission and Retention Guide** provided with your evaluation(s).*

#### FOR OFFICE USE ONLY

Transcripts Received \_\_\_\_ Yes \_\_\_\_ No Date Copy sent to Student \_\_\_\_\_

\_\_\_\_\_  
Signature Title Date