





## Elementary and Middle School Licensure 2020-2021 Program Form: Undergraduate Change (Interdisciplinary)

### General Catalog Information

## \*\* Read before you begin \*\*

This form is intended only for Liberal Studies and the following Interdisciplinary Minors: Homeland Security; International Studies; and Women, Gender, and Sexuality Studies.

1. **TURN ON** help text before starting this proposal by clicking  in the top right corner of the heading.
2. **IMPORT** curriculum data from the Catalog by clicking  in the top left corner.
3. **DO NOT** type any changes before launching the proposal. Required fields are marked with an \*. The form cannot be launched without filling those in.
4. If changes will occur in a required field, launch the proposal with existing attributes -- in other words, proposed changes should not be made prior to launching the proposal. If the required field will be empty, type a period in the field prior to launch.
5. **LAUNCH** proposal by clicking  in the top left corner. **DO NOT** make proposed changes before launching proposal. Changes will only be tracked after proposal is launched.
6. **GO TO** discussion  in the right panel, and change "Show current" to "Show current with markup" to track changes.
7. **MAKE CHANGES** to the proposal so they can be tracked. Attach any needed documents and approve the proposal to go to the next step.

Catalog Year of Implementation \*

2020-2021

2020-2021

If retroactive, specify catalog year:

2015-16

Hierarchy Owner\*

Department of Education and Counseling

**PROPOSED PROGRAM INFORMATION**

Degree Type\*

Teaching Licensure

Teaching Licensure

Type of Program\*

- Major .
- Minor
- Concentration.

Title\*

Elementary and Middle School Licensure

If this program change is for a minor, which one is it?

- Homeland Security
- International Studies
- Women, Gender, and Sexuality Studies

List the Total Credits for the program. If this is a program change for a major or concentration, list Total Credits as the credits for the entire degree, not just the total for the major.

Total Credits\*

41

Are the total credits changing?\*

- Yes  No

If total credits are changing, provide a justification.

Will this proposal discontinue the program?\*

- Yes  No

**PROPOSED CATALOG DESCRIPTION OF PROGRAM**

Program Catalog Description\*

The following requirements for the BS degree in Elementary and Middle School Education and Teaching are listed in the Catalog. With careful scheduling and attention to the requirements for admission to the teacher preparation program, a student can complete all degree and program requirements in four years. After completing the degree and program requirements, students receive a BS


degree in Elementary and Middle School Education and Teaching, and they are eligible for licensure in Elementary (PK-6) Education or Elementary Education with Middle (6-8) School endorsements.

Students in this degree program will be assigned an academic advisor in Arts and Sciences or Education.



Follow these steps to propose (changes to) the program curriculum:

**Step 1 Add all courses to be used in program.**

If this is a program change that is only removing courses, proceed to Step 2.

Start in  "View Curriculum Courses." There are two options to add courses for proposed changes: "Add Course" and "Import Course." For courses already in the catalog, click on "Import Course" and find the courses needed. For new classes going through a Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.


**Step 2 Set up program requirements.**

Click on  "View Curriculum Schema." and select the core header of the program where you would like to add/remove courses to expand the section. Click on "Add Courses" to bring up the list of courses available from Step 1. Select the courses you wish to add. For removing courses click on the  and proceed.

**Step 3 Review full program structure.**

Click on  to view the full program.

**Step 4 Track changes made**

Go to discussion  in the right panel and select "Show current with markup". Click the core header of the program to expand the section and track changes.

**Program  
Curriculum\***

**Course(s) to be  
added [including  
new courses]:\***

**Course(s) to be removed:\***

**Course(s) to be changed:\***


**Other Changes**


**RATIONALE FOR PROGRAM**

**Enter the rationale for changes to the program.\***

These name changes are associated with the Elementary and Middle School Education and Teaching degree proposal. Program name change is retroactive to 2015. All other program changes are to apply in 2020 catalogue going forward.

## **AFFECTED DEPARTMENTS OR PROGRAMS**

Run an Impact Report by clicking  in the top left corner and answer below according to the results. The appropriate affected department chairs or program coordinators should be notified. Where teaching licensure may be affected, the proposal will go through the Professional Education Council.

To notify the appropriate department chairs or program coordinators, request a custom route. To do so: navigate to the Proposal Toolbox and select Custom Route under the Decisions icon (  ). Once you make your decision the system will allow you to set up the requested ad-hoc step. The name of the route should be: Chair/Coordinator Notification. The participants should be the relevant affected chairs or coordinators. You can also select rules, decisions, and deadlines/reminders.

A System Administrator will need to review and approve your request before it can proceed.

List other departments / programs that might be affected. \*


List individuals contacted and date of custom route submission.

## **RESOURCE ASSESSMENT**

Describe anticipated change in staffing for this program. \*

Estimate and itemize the cost of new equipment, library resources, technology, and/or other resources required to carry out this program proposal.\*

**ATTACHMENT LIST**

Please attach any required files by navigating to the Proposal Toolbox and clicking  in the top right corner.

Attach  Fee Recommendation Worksheet

All curriculum proposals/changes are processed in the date order received.

Course changes intended to go into effect for the following summer or fall must reach EPC by November 1. All other curriculum proposals to be implemented in the following summer or fall (including program changes and new courses) must reach EPC by December 15.

Curriculum proposals intended to go into effect the following intersession or spring, and proposals related to academic policy must reach EPC by March 1.

Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.

For the Curriculum Development Handbook, see <http://blogs.longwood.edu/curriculum/>.

**REGISTRAR ONLY**

Program OID 965

Program Type

Licensure

Licensure

Degree Type

Teaching Licensure

Teaching Licensure

Status  Active-Visible  Inactive-Hidden