Special Education General Curriculum Professional Endorsement

2020-2021 Program Form: Graduate Change

General Catalog Information

** Read before you begin**

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:	
Hierarchy Owner *	Department of Education and Counseling
	Department of Education and Counseling

PROPOSED PROGRAM INFORMATION

Degree Type*	**Endorsement** Endorsement
Type of Program*	○ Major . ◉ Endorsement ○ Certificate . ○ Concentration.
Title*	Special Education General Curriculum Professional Endorsement
Is this an Interdisciplinary program?*	○ Yes ◉ No

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

Total Credits*	24
Are the total credits changing?*	○ Yes ◉ No
If total credits are changing, provide a justification.	
Will this proposal discontinue the program?*	**Activity Log** **Kathy Charleston** Y N̶ ◉ Yes ○ No

PROPOSED CATALOG DESCRIPTION OF PROGRAM

Program Catalog Description*	..

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. *

Enrollment in this endorsement only program has not been sufficient to maintain the program. Courses in the program will remain in the catalog as they are requirements in the three special eduction MS in Education concentrations.

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.	.
Does this program lead to teaching licensure, or will it affect an existing program's licensure? *	⦿ Yes ◯ No

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. *

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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 1218

Program Type

Endorsement

Endorsement

Degree Type	Endorsement
	Endorsement

Status	◯ Active-Visible ◯ Inactive-Hidden