

# PROGRAM CHANGE CURRICULUM FORM GRADUATE

<b>Department:</b> Education and Special Education	<b>Submission Date:</b> 1/20/2017
<b>Major</b> <input type="checkbox"/> <b>Concentration</b> <input type="checkbox"/> <b>Endorsement</b> <input checked="" type="checkbox"/> <b>Certificate</b> <input type="checkbox"/>	
<b>Catalog Year of Implementation (must be next academic year or later):</b> 2017-18	
<b>If retroactive, specify catalog year:</b> Enter retroactive catalog year.	

## I. SUMMARY OF PROPOSED PROGRAM CHANGE INFORMATION

	Check if no change	
CURRENT (required)		PROPOSED CHANGE (if applicable)
<b>Program Name:</b> Educational Leadership Professional Endorsement	<input checked="" type="checkbox"/>	_____
<b>Credit Hours:</b> 21	<input checked="" type="checkbox"/>	_____
If yes, enter a justification for the change in credit hours. Enter a justification for the change in credit hours.		
<b>Course(s) to be added:</b>	<input checked="" type="checkbox"/>	_____
<b>Course(s) to be removed:</b> EDUC 692	<input type="checkbox"/>	_____
Indicate courses to be substituted for removed courses		
<b>Course(s) to be changed:</b>	<input checked="" type="checkbox"/>	_____
<b>Other Changes:</b>	<input checked="" type="checkbox"/>	_____

## II. PROPOSED REVISION IN CATALOG DESCRIPTION OF PROGRAM

### EDUCATIONAL LEADERSHIP PROFESSIONAL ENDORSEMENT (Endorsement in Administration and Supervision)

The Educational Leadership endorsement program is designed for teachers who have a Master's degree, a valid Virginia Postgraduate Professional teaching license or equivalent from another state, and at least two years successful teaching experience. Students are provided preparation for administrative and/or supervisory roles in public and private schools. A three-credit internship (three subsequent one-credit semesters – 320 clock hours) must be taken and scheduled during the Fall, Spring and Summer semesters of the program. Students wishing to obtain the Administrative and Supervisory preK-12 endorsement must take the School Leaders Licensure Assessment (SLLA) before applying to the Virginia Department of Education for the endorsement. Students should take the SLLA no earlier than the final semester in the program and have scores sent to Longwood University. Admission to this professional endorsement program is on the same basis as admission to the graduate degree program in Educational Leadership at Longwood University.

#### PROGRAM REQUIREMENTS

EDUC 504 Educational Leadership (3)  
 EDUC 509 School Leadership in the Management and Integration of School Programs and Resources (3)  
 EDUC 620 School Law (3)  
 EDUC 625 Public School Finance (3)  
 EDUC 628 School Personnel Administration (3)  
 EDUC 671 Supervision and Evaluation of Instruction and Instructional Programs (3)  
 EDUC 690 Internship in Educational Leadership K-12 (3)  
~~EDUC 692 Comprehensive Oral Examination (0)~~  
**TOTAL HOURS REQUIRED 21**

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### III. RATIONALE FOR PROPOSED CHANGES

All must take the School Leaders Licensure Assessment (SLLA) test to earn the additional endorsement to their teaching license. An oral comprehensive examination is not needed in an endorsement only program as all students must hold a master's degree to be admitted.

### IV. RESOURCE ASSESSMENT, IF CHANGE WARRANTS IT

**A. Estimate any change in staff requirements that would result from the program change.**

[Click here to respond.](#)

**B. Estimate the amount and cost of any extra equipment, library resources, computer hardware or software, or other resources that would be required to carry out the program change.**

[Click here to respond.](#)

### V. AFFECTED DEPARTMENTS OR PROGRAMS

If the proposed program changes could have an impact on other departments or programs, the appropriate affected chairs or program directors should be notified of the proposed changes.

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

[Click here to respond.](#)

**B. List individuals contacted and date contacted.**

[Click here to respond.](#)

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

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

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

The signature page follows as a separate sheet.

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## V. APPROVALS

**Department:** Select the sponsoring department.

**Program Name:** Enter the program name (degree and major, concentration, or minor).

### SIGNATURE PAGE

	Date Received	Date Approved	Signature
1. Department Curriculum Committee Chair	_____	_____	_____
2. Department Chair	_____	_____	_____
The Department Chairs, whose programs may be affected, have been notified:			
Department	_____	Date Notified	_____
Department	_____	Date Notified	_____
Department	_____	Date Notified	_____
3. College Dean	_____	_____	_____
4. Graduate Dean	_____	_____	_____
5. Graduate Curriculum Committee	_____	_____	_____
6. EPC	_____	_____	_____
7. Faculty Senate *	_____	_____	_____
8. Provost/VPAA *	_____	_____	_____
9. OAIR * (notification)	_____	_____	_____
10. BOV/SCHEV *	Provost/VPAA will submit materials for approval		

11. Received by Registrar \_\_\_\_\_

**\* Substantive changes, including changes in degree program title, require additional approvals. See the approval process matrices on the Academic Initiatives and Curriculum Development blog and consult the EPC chair prior to submitting materials.**

**All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year's catalog, all paperwork must be submitted no later than:**

- February 1 to the Graduate Curriculum Committee
- March 1 to the Educational Policy Committee (EPC)

**Changes that affect spring advising for fall classes must have received approval from EPC and Senate before the registrar opens up the fall schedule for registration in March. Such proposals should reach the chair of EPC by the end of the fall semester. Submission within the deadlines does not guarantee processing in time for the next academic year's catalog.**

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