

School of Education Minor and Specialization Approval Process

1. Sponsoring department should submit a statement of need and resources. This document should outline the need for this minor/specialization. It should contain the resources necessary, including faculty resources and any impact on existing programs. It should include a sample program planner and course sequence. It should also include enrollment projections and potential impact on other majors.
2. Initial approval to take place at the departmental or curriculum committee level.
3. Approval should be made at the School of Education Academic Affairs committee level.
4. Approval should be made at the dean's level.
5. The dean's office will inform academic affairs and determine in conjunction with the provost what collegewide and/or external approval is appropriate.
6. All submissions must address the following issues and will be approved on the basis of:
 - a. apparent academic need appropriateness and rigor;
 - b. available resources, including anticipated field components and supervision;
 - c. available faculty expertise;
 - d. overall impact on anticipated enrollment available;
 - d. clear and appropriate outcomes and assessments.
7. Any sequence rejected for approval will be returned to the submitter with feedback based on the four delineated criteria.