Curriculum Change Form
(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)

Part I

(Check one)	Department Name	Special Education
___ New Course (Parts II, IV)	College	Education
X Course Revision (Parts II, IV)	*Course Prefix & Number	SED 545
___ Hybrid Course ("S," "W")	*Course Title	Program Personnel Management
___ New Minor (Part III)	*Program Title	
___ Program Suspension (Part III)		
___ Program Revision (Part III)	*Provide only the information relevant to the proposal.	If Certificate, indicate Long-Term (University) or Short-Term (Departmental)

Proposal Approved by:	Date		Date
Departmental Committee	1/6/2014	Council on Academic Affairs	3/20/2014
College Curriculum Committee	1/14/2014	Faculty Senate**	NA
General Education Committee*	NA	Board of Regents**	NA
Teacher Education Committee*	1/28/2014	EFFECTIVE ACADEMIC TERM***	Fall 2014
Graduate Council*	NA		

   *If Applicable (Type NA if not applicable.)
  **Approval needed for program revisions or suspensions.
***To be added by the Registrar's Office after all approval is received.

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: Increase the number of credit hours for ABC 100 from 1 to 2.)

Edit course prerequisites and corequisites

A. 2. Proposed Effective Academic Term: (Example: Fall 2012)

Fall 2014

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)

B. The justification for this action: Current prerequisites are unnecessary and make registration difficult for students and faculty.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:

Will reduce faculty/ staff time commitments in terms of processing overrides.

Operating Expenses Impact:

No additional

Equipment/Physical Facility Needs:

No additional

Library Resources:

No additional

Part II. Recording Data for New, Revised, or Dropped Course
(For a **new required course,** complete a separate request for the appropriate program revisions.)

1.   For a new course, provide the catalog text. 2.   For a revised course, provide the current catalog text with the proposed text using ~~strikethrough~~ for deletions and <u>underlines</u> for additions. 3.   For a dropped course, provide the current catalog text.
New or Revised* Catalog Text (*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions. Also include Crs. Prefix, No., and description, limited to 35 words.) SED 545   Program Personnel Management. (3) I, A. Prerequisite: admission to professional education or departmental approval. ~~Corequisite: SED 375 or 499.~~ Scheduling and management of systematic instruction, inclusion, transdisciplinary services, and transition activities. Working with parents, paraprofessionals, and professionals. Collaboration strategies, professional development skills, and records management.

Part III. **Recording Data for Revised or Suspended Program**

1.   For a revised program, provide the current program requirements using ~~strikethrough~~ for deletions and *underlines* for additions. 2.   For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.
Revised* Program Text (*Use ~~strikethrough~~ for deletions and <u>underlines</u> for additions.)

Part IV. Recording Data for New or Revised Course (Record only **new or changed** course information.)

Course prefix (3 letters)	Course Number (3 Digits)	Effective Academic Term (Example: Fall 2012)	College/Division:	Dept. (4 letters)*
SED	545	Fall 2014	AS ____ HS ____ BT ____ JS ____ ED X ____ UP ____	SPED

Credit Hrs.	Weekly Contact Hrs.	Repeatable Maximum No. of Hrs. ____
3	Lecture ____ Laboratory ____ Other ____	Cip Code (first two digits only)

Schedule Type* (List all applicable)	Work Load (for each schedule type)	Grading Mode*	Class Restriction, if any: (undergraduate only)
1	3	Normal	FR ____ JR X ____
B	3		SO ____ SR X ____
W	3		
		Grading Information: Course is eligible for IP (in-progress grading) for: Check all applicable	
		Thesis ____	
		Internship ____	
		Independent Study ____	
		Practicum ____	

CoRequisites and Prerequisites   **See definitions on following page**

Co-Requisite(s):   (List only co-requisites. See below for prerequisites and combinations.)

Course Prefix and No.	
Course Prefix and No.	

Prerequisite(s): (List prerequisites only. List combinations below. Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D ˉ.)

Course Prefix and No.	Prerequisite: admission to professional education or departmental approval. ~~Corequisite: SED 375 or 499.~~
Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Co-requisite(s) and/or Prerequisite(s) Combination (Use **"and"** and **"or"** literally.) (Specific minimum grade requirements should be placed in ( ) following courses. Default grade is D-.)

Course Prefix and No.	
Test Scores	
Minimum GPA (when a course grouping or student cumulative GPA is required)	

Equivalent Course(s):   (credit will not be awarded for both…; or formerly…)

Course Prefix and No.	
Course Prefix and No.	
Course Prefix and No.	

Proposed General Education Element: Please mark (**X**) in the appropriate Element or Elements (e.g. – 4B(3) **X**).

Element 1 (9)	Element 2 (3)	Element 3 (6)	Element 4 (6)	Element 5 (6)	Element 6 (6)
1A (3)	2 (3)	3A (3)	4A (3)	5A (3)	6 (6)
1B (3)		3B (3)	4B (3)	5B (3)	
1C (3)		*or* 3A/B Integrated A&H(6)	*or* 4A/B Integrated Sciences(6)		

NOTE: Do not forward validation tables with curriculum form.

(*Use Validation Tables.)