CATALOG YEAR 2014-2015

COLLEGE/SCHOOL/SECTION: COLLEGE OF EDUCATION

Course: Add: ___ Delete: ___
(check all that apply) Change: Number ___ Title ___ SCH ___ Description ___ Prerequisite ___
Response Required: New course will be part of major ___ minor ___ as a required ___
or elective ___ course
Response Required: New course will introduce ___, reinforce ___, or apply ___ concepts

If new, provide Course Prefix, Number, Title, Measurable Student Learning Outcomes, SCH
Value, Description, prerequisite, and lecture/lab hours if applicable. If in current online catalog,
provide change and attach text with changes in red and provide a brief justification.

Program: Delete: ___ Add: ___ Change: ___ Attach new/changed Program of Study
description and 4-year plan. If in current online catalog, provide change and attach text with
changes in red.

Program Learning Outcomes: Add: ___ Change: ___ Attach listing of program learning
outcomes.

Minor: Add: ___ Delete: ___ Change: ___ Attach new/changed minor. If in current
online catalog, provide change and attach text with changes in red.

College Introductory Pages: Add information: ___ Change information: ___
Attach new/changed information. If in current online catalog, provide change and attach text
with changes in red.

Other: Add information: ___ Change information: ___ Attach new/changed information. If in
current online catalog, provide change and attach text with changes in red.

POST-BACCALAUREATE TEACHER CERTIFICATION CANDIDATES
Candidates pursuing initial teacher certification may enroll in graduate level courses only if they
have been accepted to Graduate Study in the College of Education.

PROFESSIONAL CERTIFICATE APPLICATION PROCESS
A. When a student chooses a degree that has a professional certificate attached to it:
   1. The applicant must inform the Office of Graduate Studies during the initial
      application process that they intend to pursue the certificate after completing the
      Master's program (selection is made in the Apply Texas application). E.g.
      MSED-Educational Administration + Principal Certificate

   2. The Office of Graduate Studies (OGS) will then code the student in 2 programs
      (degree + certificate). When the student finishes the degree and wants to begin
      the certificate, the student does not need to apply again as the certificate program
      will be active. The BANNER record will reflect this to allow registration and
financial aid (if applicable).

B. If, however, the student does not indicate the certificate option during the initial application process, then the student will need to apply with OGS after finishing the Master’s program but before registering for certificate coursework. The student will follow the standard application process of submitting an application and fee.

C. For a student who finishes the Master’s degree and then wants to pursue a certificate different from the completed degree, the student will need to follow the standard application process of submitting an application and fee. The student will also need to be reviewed and admitted into the new program.

Justification: By students informing the Office of Graduate Studies during the initial application process that they intend to pursue a certificate after completing the Master’s program, they will not have to reapply with the OGS and pay an additional application fee.

<table>
<thead>
<tr>
<th>Approvals</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>R</td>
<td>3-21-14</td>
</tr>
<tr>
<td>Department Curriculum Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair</td>
<td>J. M. C.</td>
<td>3-21-14</td>
</tr>
<tr>
<td>Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair</td>
<td>J. M. C.</td>
<td>3-21-14</td>
</tr>
<tr>
<td>College Curriculum Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean</td>
<td></td>
<td>3-21-14</td>
</tr>
<tr>
<td>Provost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/2014</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>