# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pngUNDERGRADUATE CURRICULUM COMMITTEE (UCC)PROPOSAL FORM

## Cover page scroll over blue text to see further important [instructions](#instructions): please read.

**N.B. DO NOT USE HIGHLIGHT, please DELETE THE WORDS THAT DO NOT APPLY TO YOUR PROPOSAL**

**ALL numbers in section (A) need to be completed, including the impact ones.**

|  |  |  |
| --- | --- | --- |
| A.1. [Course or program](#Proposal) | **revising a section from General information catalog pages** |  |
| [Replacing](#Ifapplicable)  |  |
| A.2. [Proposal type](#type) | **Program: |** [**revision**](#revision)**|**  |
| A.3. [Originator](#Originator) | **Lisa Owen** | [Home department](#home_dept) | **FSEHD: Assoc. Dean FSEHD** |
| A.4. [Context and Rationale](#Rationale)  | The certification of teachers in the state of Rhode Island includes a range of requirements, one of them being the completion of a certification program. FSEHD does not offer endorsement programs at the undergraduate level and requests the revision of these sections in the Special Programs – Undergraduate from the catalogue, page 30:**Remove - Endorsement in English as a Second Language** The endorsement of English as a Second Language is not offered at the undergraduate level. FSEHD offers a certificate of graduate study and an M.Ed. in Teaching English as a Second Language. **Remove -** **Endorsement in Middle School Education (Elementary and Secondary)**Middle level certification is not a stand-alone program and is embedded in both the elementary and secondary education programs and can be found in both elementary and secondary sections of the catalogue. |
| A.5. [Student impact](#student_impact) | Make instructions clearer |
| A.6. [Impact on other programs](#impact)  | none |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty):  | none |
| [*Library*:](#library) | none |
| [*Technology*](#technology) | none |
| [*Facilities*](#facilities): | none |
| A.8. [Semester effective](#Semester_effective) | **Fall 2019** | A.9. [Rationale if sooner than next Fall](#Semester_effective) |  |
| A.10. INSTRUCTIONS FOR CATALOG COPY: This single file copy must include ALL relevant pages from the college catalog, and show how the catalog will be revised. (1) Go to the “Forms and Information” page on the UCC website. Scroll down until you see the Word files for the current catalog. (2) Download ALL catalog sections relevant for this proposal, including course descriptions and/or other affected programs. (3) Place ALL relevant catalog copy into a single file. Put page breaks between sections and delete any catalog pages not relevant for this proposal. (4) Using the track changes function, revise the catalog pages to demonstrate what the information should look like in next year’s catalog. (5) Check the revised catalog pages against the proposal form, especially making sure that program totals are correct if adding/deleting course credits. If new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all is acceptable. Send as a separate file along with this form. |

## D. Signatures

* Changes that affect General Education in any way MUST be approved by ALL Deans and COGE Chair.
* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and relevant dean (e.g. when creating/revising a program using courses from other departments/programs). Check UCC manual 4.2 for further guidelines on whether the signatures need to be approval or acknowledgement.
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to curriculum@ric.edu and a printed or electronic signature copy of this form to the current Chair of UCC. Check UCC website for due dates.

##### D.1. Approvals: required from programs/departments/deans who originate the proposal. may include multiple departments, e.g., for joint/interdisciplinary prposals.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
| Gerri August or Julie Horwitz | Dean of the Feinstein School  |  |  |
|  |  |  |  |

##### D.2. [Acknowledgements](#acknowledge): REQUIRED from OTHER PROGRAMS/DEPARTMENTS IMPACTED BY THE PROPOSAL. SIGNATURE DOES NOT INDICATE APPROVAL, ONLY AWARENESS THAT THE PROPOSAL IS BEING SUBMITTED. CONCERNS SHOULD BE BROUGHT TO THE UCC COMMITTEE MEETING FOR DISCUSSION

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
| --- | --- | --- | --- |
| Lesley Bogad | Chair of Educational Studies |  |  |
| Carolyn Obel-Omia | Chair of Elementary Education  |  |  |