

**DEGREE/PROGRAM CHANGE
FORM C
Form Number: C1640**

Fields marked with * are required

Name of Initiator: Susan Copeland **Email:** susanrc@unm.edu **Phone Number:** 505 277-0628 **Date:** 04-30-2015

Associated Forms exist? Initiator's Title
Faculty Contact Administrative Contact
Department Admin Email
Branch Admin Phone

Proposed effective term

Semester Year

Course Information

Select Appropriate Program
Name of New or Existing Program
Select Category Degree Type
Select Action

Exact Title and Requirements as they should appear in the catalog. If there is a change, upload current and proposed requirements.

See current catalog for format within the respective college (upload a doc/pdf file)

[Current & Proposed Catalog Copy.docx](#)

Does this change affect other departmental program/branch campuses? If yes, indicate below.

Reason(s) for Request (enter text below or upload a doc/pdf file)

We are requesting that the current name of the Educational Specialties department be changed to: Department of Special Education. This request is made because of changes to the programs within the department. The MSET program moved to TEELP and the Art Education program moved to the College of Fine Arts. There is no longer any program in the department other than the Special Education Program, which is a large and complex academic program comprising undergraduate and graduate degrees, specialized transcribed certificates, NM licensure in three areas, and coursework and field experience required for national certification in Applied Behavior Analysis approved by the Behavior Analyst Certification Board. The following degrees and certificates are included in Special Education: BSED Dual License; undergraduate SPCD minor; MA in Special Education (Concentration I and Concentration II); transcribed graduate certificate in Applied Behavior Analysis; transcribed graduate certificate in Autism Spectrum Disorder; transcribed graduate certificate in Educational Diagnosis; EdS in SPCD; and a doctorate (PhD) in Special Education. The name change will reduce confusion and accurately identify to students and others what the department does.

[Curriculum Checklist.pdf](#)

Upload a document that includes justification for the program, impact on long-range planning, detailed budget analysis and faculty workload implications.(upload a doc/pdf file)

[Justification for Dept. Name Change.doc](#)

Are you proposing a new undergraduate degree or new undergraduate certificate? If yes, upload the following documents.

Upload a two-page Executive Summary authorized by Associate Provost. (upload a doc/pdf file)

Upload memo from Associate Provost authorizing go-ahead to full proposal. (upload a doc/pdf file)

Current Catalog Copy:

Special Education

Ruth Luckasson, Chairperson

Department of Educational Specialties

Special Education Program, Hokona Hall, Zuni Room 105

MSC05 3040

1 University of New Mexico

Albuquerque, NM 87131-0001

(505) 277-6510, FAX (505) 277-6929

Proposed Catalog Copy:

Special Education

Ruth Luckasson, Chairperson

Department of Special Education

Hokona Hall, Zuni Room 105

MSC05 3040

1 University of New Mexico

Albuquerque, NM 87131-0001

(505) 277-6510, FAX (505) 277-6929

CURRICULUM FORM CHECKLIST

Form C #1640

Complete this form and submit with curricular forms A, B, C, D

Program Level

- Individual faculty member initiates form
- Form provided to all program faculty (including affiliated faculty in other departments)
- Minimum one week for program faculty to review form and syllabus
- Program faculty vote on form at meeting or electronically
- If approved, documentation of program vote and form sent to Department Chair

Program Coordinator Initials

Date 5/13/15

Note: If not approved, send form back to initiating faculty member with comments for revision

Department Level

- Chair reviews for accuracy and completeness
- Form provided to all departmental faculty for minimum of one week
- Department votes on forms at meeting or electronically
- If approved, documentation of department vote and form sent to Department Chair
- Chair sends an e-mail indicating faculty vote and departmental approval to the Scheduling Coordinator

Department Chair Initials

Date 5/13/15

Note: If not approved, send form back to initiating faculty member with comments for revision

Which form should I use?
(Manual is attached)

Form A

Minor change in existing, active undergraduate and graduate courses (e.g. name or course number)

Form B

New course request for undergraduate and graduate courses

Form C

Substantial changes or revisions to graduate and undergraduate courses, degrees, majors, minors, concentrations, emphases, and transcribed certificates

Form D

New graduate degrees and new transcribed graduate certificates



May 1, 2015

College of Education
Department of Education Specialties
MSC 05 3040
1 University of New Mexico
Albuquerque, NM 87131-0001
Telephone (505) 277-1499
Fax (505) 277-6929

Re: Changing the name of the Department of Educational Specialties to the Department of Special Education

The justification for this request relates to changes to the programs within the existing Educational Specialties department. At one time the department of Educational Specialties housed three academic programs. Two of these programs have been moved out of the department during the past few years. The MSET program was moved several years ago to the department of Teacher Education, Educational Leadership & Policy (TEELP); the Art Education program was moved to the College of Fine Arts effective in the coming academic year.

There is no longer any program in the department other than the Special Education Program, which is a large and complex academic program comprising undergraduate and graduate degrees, specialized transcribed certificates, NM licensure in three areas, and coursework and field experience required for national certification in Applied Behavior Analysis approved by the Behavior Analyst Certification Board

The following degrees and certificates are included in Special Education: BSED Dual License; undergraduate SPCD minor; MA in Special Education (Concentration I and Concentration II); transcribed graduate certificate in Applied Behavior Analysis; transcribed graduate certificate in Autism Spectrum Disorder; transcribed graduate certificate in Educational Diagnosis; EdS in SPCD; and a doctorate (PhD) in Special Education.

Changing the department name to Department of Special Education will reduce confusion and accurately identify to students and others what the department does. The change to the department's name will have no negative effects on long-term planning, budget, or faculty workloads, and no program will be orphaned.