

**Planned Program: Special Education Supervisor and Director
Approval and K-12 Administrator Certificate
(36 Credits)**



Name _____ Student G-number _____ Last 4 SSN _____
 Address _____ City _____ ZIP _____
 E-mail _____ Phone _____

Advisor checks all that apply:
 1. Special Ed. Admin. Approval
 2. Basic Administrator

	Credits	Grade	Notes
I. Core Curriculum (24 credits)			
EDL 650 Foundations of Special Ed. Administration	3	_____	_____
EDL 651 Admin. of Sp. Ed. Programs and Services	3	_____	_____
EDL 652 Curr. & Inst. Leadership in Sp. Ed. Admin.	3	_____	_____
EDL 653 Special Education Law	3	_____	_____
EDL 654 Special Education Finance	3	_____	_____
EDL 668 Personnel Administration	3	_____	_____
EDL 677 School and Community Relationships	3	_____	_____
<i>Select one:</i>			
EDL 667 Elementary Supervision and Evaluation	3	_____	_____
EDL 671 Secondary Supervision and Evaluation	3	_____	_____
II. Field Experiences (12 credits) ¹			
EDL 685 A K-12 Principal Field Practicum	3	_____	_____
EDL 685 B Special Education Supervisor	3	_____	_____
EDL 685 C Special Education Director	3	_____	_____
EDL 687 Administrative Internship	3	_____	_____
III. Responsible Conduct of Research (RCR) Requirement (0 credits) ²			

Program Requirement Notes

- Students must apply in advance for each practicum course. Advisor approval is required. Apply online at <http://www.gvsu.edu/coe/grad/app>. Application deadlines: May 15 for fall enrollment, September 15 for winter enrollment, and February 15 for spring/summer enrollment.
- All students must complete Responsible Conduct of Research training as a graduation requirement. This online training should be completed prior to completion of 50% of the graduate program or prior to engaging in any research activity. Certification expires after 3 years and must be current while engaged in any research activity. More information may be found on the COE website: <https://www.gvsu.edu/coe/grad/responsible-conduct-of-research-rcr-requirement-54.htm>
- Michigan Department of Education requirements for supervisor and director approvals include a Master's degree, teaching endorsement or related service license for special education, and three years employment experience in special education.

Important Program Policies

- Students must apply and be accepted for graduate study in the College of Education. Students who have not been accepted will not be permitted to enroll in coursework beyond 6 semester hours.
- Students who have not enrolled for 24 consecutive months must follow the program requirements in the GVSU catalog that are in effect at the time of their re-entry.
- This program does not result in a master's degree without completion of additional coursework.
- Students must earn a cumulative 3.0 GPA or higher on GVSU graduate coursework. If pursuing a master's degree, a letter grade of "C" or higher is required for all courses used for degree.
- All candidates applying for certification or approvals must initiate the certification recommendation process by self-registering in the Michigan Online Educator Certification System (MOECS) at www.michigan.gov/moecs.
- Please note: All certification requirements are subject to change by the Michigan Department of Education.

COE USE ONLY

Date Approved: _____ Updated: _____ Updated: _____ Updated: _____ Updated: _____

Student Signature: _____ Advisor Signature: _____ Date: _____

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 CODE: ADMIN ADEL/ADSE FEB 2019 LT