



DEPARTMENT OF  
HIGHER EDUCATION &  
WORKFORCE DEVELOPMENT

## New Program Report

**Date Submitted:**

04/21/2023

**Institution**

Northwest Missouri State University

**Site Information**

**Implementation Date:**

7/3/2023 12:00:00 AM

**Added Site(s):**

**Selected Site(s):**

Northwest Missouri State University, 800 University Drive, Maryville, MO, 64468-6001

**CIP Information**

**CIP Code:**

130402

**CIP Description:**

A program that prepares individuals to plan, supervise, and manage programs for exceptional students and their parents. Includes instruction in special education theory and practice, special education program development, evaluation and assessment in special education, state and federal law and regulations, managing individual education plans, problems of low- and high- disability students, mainstreaming, special education curricula, staff management, parent education, communications and community relations, budgeting, and professional standards and ethics.

**CIP Program Title:**

Administration of Special Education

**Institution Program Title:**

Central Office/Special Education Director - District Level Certificate

**Degree Level/Type**

**Degree Level:**

Post-Master Certificate

**Degree Type:**

Post-Master's Certificate

**Options Added:**

Collaborative Program:

N

**Mode of Delivery**

Current Mode of Delivery

Classroom

Online

Student Preparation



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Special Admissions Procedure or Student Qualifications required:  
Must be accepted to, enrolled in, or have completed MSED or Ed.S. in Superintendentcy or Education Leadership K-12.

Specific Population Characteristics to be served:  
n/a

### Faculty Characteristics

Special Requirements for Assignment of Teaching for this Degree/Certificate:  
Faculty must have terminal qualification.

Estimate Percentage of Credit Hours that will be assigned to full time faculty:  
96%

Expectations for professional activities, special student contact, teaching/learning innovation:  
Same that already exists for other graduate education programming at Northwest.

### Student Enrollment Projections Year One-Five

<b>Year 1</b>	<b>Full Time: 10</b>	<b>Part Time: 5</b>	
<b>Year 2</b>	<b>Full Time: 15</b>	<b>Part Time: 10</b>	
<b>Year 3</b>	<b>Full Time: 20</b>	<b>Part Time: 15</b>	<b>Number of Graduates: 15</b>
<b>Year 4</b>	<b>Full Time: 25</b>	<b>Part Time: 20</b>	
<b>Year 5</b>	<b>Full Time: 30</b>	<b>Part Time: 25</b>	<b>Number of Graduates: 30</b>

**Percentage Statement:**  
n/a

### Program Accreditation

Institutional Plans for Accreditation:  
Same accrediting body as other education programs at Northwest.

### Program Structure

**Total Credits:**  
12

**Residency Requirements:**  
n/a

**General Education Total Credits:**  
0

**Major Requirements Total Credits:**  
12

### Course(s) Added

COURSE NUMBER	CREDITS	COURSE TITLE
see	0	attached

**Free Elective Credits:**  
0



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**Internship or other Capstone Experience:**

Internship must be at least 3 credit hours.

**Assurances**

I certify that the program is clearly within the institution's CBHE-approved mission. The proposed new program must be consistent with the institutional mission, as well as the principal planning priorities of the public institution, as set forth in the public institution's approved plan or plan update.

I certify that the program will be offered within the proposing institution's main campus or CBHE-approved off-site location.

I certify that the program will not unnecessarily duplicate an existing program of another Missouri institution in accordance with 6 CSR 10-4.010, subsection (9)(C) Submission of Academic Information, Data and New Programs.

I certify that the program will build upon existing programs and faculty expertise.

I certify that the program can be launched with minimal expense and falls within the institution's current operating budget.

I certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful. Institutions' decision to implement a program shall be based upon demand and/or need for the program in terms of meeting present and future needs of the locale, state, and nation based upon societal needs, and/or student needs.

Contact Information

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Central Office/Special Education Director – District Level Certificate  
CIP: 130402

12 Credit Hours

EDCI - 62652 - Student Evaluation and Assessment - 3 credits

EDCI - 62643 - Teaching Students with Mild to Moderate Disabilities - 3 credits

EDCI - 62621 - Leadership in Special Education - 3 credits

EDCI - 62622 - Internship in Special Education Administration - 3 credits