



University Council

February 9, 2024

UNIVERSITY CURRICULUM COMMITTEE – 2023-2024

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Undergraduate Student Representative – Gabriella Lewis

Graduate Student Representative – Kelsey Wohlford

Dear Colleagues:

The attached proposal from the Mary Frances Early College of Education to offer the existing Graduate Certificate in Education Law and Policy online will be an agenda item for the February 16, 2024, Full University Curriculum Committee meeting.

Sincerely,

Susan Sanchez, Chair

cc: Provost S. Jack Hu

Dr. Marisa Pagnattaro

PROPOSAL FOR AN ONLINE PROGRAM

Date: October 30, 2023

College/School: Mary Frances Early College of Education

Department/Division: Lifelong Education, Administration, and Policy

Program (Major and Degree): Graduate Certificate in Education Law and Policy

CIP: 13090105

Proposed Start Date: Fall 2024

1. Needs Assessment

The Lifelong Educational Administration and Policy (EDAP) faculty respectfully requests approval to offer the Graduate Certificate in Education Law and Policy (EDLP) in an online format. No curricular changes are involved, only the addition of another delivery format to better meet the needs of students. The department receives routine inquiries (n = 10-15) about the accessibility of this certificate online and anticipate greater draw to the program if an online program can be offered.

The on-campus Graduate Certificate in Education Law and Policy was initiated in 2015 to support education professionals in acquiring a working knowledge of relevant legal requirements and policy administration and improvement skills, and to support education professionals in acquiring and documenting knowledge and skills in the field of education law and policy. Education professionals with these skills are advantaged in competition for professional positions and are better prepared for success in practice. The primary purpose of this certificate program is to provide for unmet needs in professional development in the areas of education law-related knowledge, policy development, and administration. Students are increasingly requesting an online program and the EDAP faculty agrees that an online format would best serve the needs of students.

All but one of the required courses (EDLP 8100) are approved as online courses and have successfully been offered in an online format for many years; no curricular changes are involved beyond a change in the program delivery format. The department will submit a request through CAPA to offer EDLP 8100 as an e-course. This is solely a request to offer the existing program in an online format.

2. Admission Requirements

To be considered for admission, prospective candidates must hold a bachelor's degree from an accredited college or university and must otherwise meet the requirements for admission to a

graduate program at the University of Georgia. Students will enroll in this certificate as a supplemental program alongside a graduate degree. Students must submit a statement of purpose seeking admission to the Graduate Certificate in Education Law and Policy. Eligible candidates for admission are screened by faculty to determine whether they are likely to be academically successful in the program and whether the program is a good fit for their stated educational and professional objectives. Specifically, the admission process requires:

- (a) Completion and submission of an online application including applicable fees;
- (b) Cumulative grade point average for all previous undergraduate and graduate courses, with a preferred standard of a minimum of 3.25 on a 4-point scale;
- (c) A brief statement of purpose for study in the Graduate Certificate in Education Law and Policy.

Students will apply for admission for this program in the same way they would apply for on-campus programs. The only difference will be their stated intention to complete the program entirely online and confirmation that they have the technological capacity to participate in the program. Admissions decisions are made on a continuous basis. No GRE or MAT scores are required. Standardized test scores are typically waived for graduate programs at the master's or specialist levels within the college. Although minimum and preferred requirements are outlined, applications are reviewed holistically, e.g., strengths in one area may mitigate relative weakness in another area.

3. Program Content

The Graduate Certificate in Education Law and Policy requires the successful completion of 15 total graduate credit-hours in the area of education law and policy, including:

- EDLP 8100E, Introduction to Education Law and Policy (3 hours)
- EDLP 9100E, Research Seminar in Education Law and Policy/Capstone Project (3 hours)
- Specialization electives in education law and/or policy (9 hours) in consultation with academic advisor

EDLP 8100E, Introduction to Education Law and Policy, provides students with an introduction to the essential principles of education law and policy and research, analysis, and writing skills necessary for success in the certificate program and in professional practice.

Specialization electives in Education Law and Policy may be selected from a wide range of options including education law and policy-related courses in the College of Education; Institute of Higher Education; School of Law; School of Public and Environmental Affairs; School of Public Health; School of Social Work; and other appropriate courses at the University of Georgia. Most students will be completing the certificate in conjunction with a graduate degree from the University of Georgia. Specialization electives for the EDLP certificate may be completed as part of the degree program of study. These courses may be taken before or after admission to the certificate program, but students are encouraged to take

EDLP 8100E as early as possible to maximize the educational and professional value of their studies.

EDLP 9100E, Research Seminar in Education Law and Policy/Capstone Project, provides students with support for completion of a capstone research or practice project and/or an externship in practice to bring a culminating focus to students' education law and policy studies and to prepare students for success in professional employment.

The course requirements and standards for the proposed online program are the same as for the current on-campus certificate. The online option requires the same standards of academic excellence and rigor. Expectations for coursework include reading assigned materials; research, analysis, and writing; participation in class activities; passing scores on exams; and the successful completion and presentation of a capstone research project. All but one of the proposed required courses (EDLP 8100) are offered in e-versions that have already been fully approved through university governance. EDLP 8100 will be submitted through CAPA to be offered as an e-course.

4. Student Support Services

After admission, students meet individually with the certificate Program Coordinator to discuss the student's educational and professional objectives, program options, and the planned program of study. Students are encouraged to develop a clear research focus and related area of professional expertise. The existing support mechanisms for this program will continue with the online program. Matriculated students are made aware of university student support services (e.g., libraries, CAPS, career center, etc.).

5. Resident Requirements

Residence requirements for the online program are identical to those established for the on-campus certificate.

6. Program Management

This program will be administered by faculty in the Department of Lifelong Education, Administration, and Policy. Day-to-day services are supported by a faculty Program Coordinator. All courses in the program are currently approved courses. Courses will be taught by full-time UGA faculty or vetted part-time instructors as necessary. Once established, the faculty hopes the program will attract, at a minimum, 10 new students per year, but the online platform will provide the capacity to admit and serve more students.

Role	Name	Email
Graduate Certificate in Educational Law and Policy Program Coordinator	Dr. John Dayton	jdayton@uga.edu
Educational Administration and Policy Program Coordinator	Dr. Jami Berry, Clinical Associate Professor	jamiberry@uga.edu
Department Head, Lifelong Education, Administration, and Policy	Dr. Kathy Roulston	kroulston@uga.edu

Student Learning Objectives for the online certificate are reported within the UGA required processes and are already operationalized based on the current on-campus program. All courses are generally offered each year, but students may substitute a course that better reflects the student’s unique educational and professional goals with the approval of the faculty advisor. The certificate can be completed at the learner’s pace, so there is not a time limit, except within the graduate school’s timeline requirements of six years before courses begin to expire.

Timetable for the first iteration of the online certificate program:

Pending approval, the department will advertise and initiate admission procedures for Fall 2024 admissions.

Fall 2024: Begin offering the Graduate Certificate in Education Law and Policy as an online program.

7. Library and Laboratory Resources

There are no laboratory requirements for the program. In terms of library access, students will have access to Galileo and GIL. Students will be required to meet the technology requirements necessary to use ELC and other necessary technologies as the program is designed to be online.

8. Budget

The online version will mirror the existing program. No new courses are required. No additional funding is required. When enrollment increases, separate sections of courses for students can be established and incorporated into instructional teaching loads or supported through part-time instructors as necessary. The proposed program will employ current library resources and the faculty does not anticipate additional fees in the form of library, laboratory, or other specialized facility resource requirements. The faculty do not anticipate any startup costs for the proposed program, special costs for the completion of the first cycle of students, or any additional costs associated with future cycles of students.

Therefore, this proposal is submitted with a \$0 budget.

9. Program Costs Assessed to Students

The current e-rate of \$629 per credit hour will be assessed. Instructors are encouraged to consider low-cost/no-cost textbook options.

10. Accreditation

The online Graduate Certificate in Education Law and Policy will be subject to the same accreditation standards currently applied to the on-campus program, i.e., participation in college and university accreditation standards and procedures.

Documentation of Approval and Notification

Proposal: Offer the existing Graduate Certificate in Education Law and Policy online

College: Mary Frances Early College of Education

Department: Lifelong Education, Administration, and Policy

Proposed Effective Term: Fall 2024

School/College:

- Lifelong Education, Administration, and Policy department head, Dr. Kathryn Roulston, 11/29/23
- Mary Frances Early College of Education Associate Dean, Dr. Stacey Neuharth-Pritchett, 12/7/23
- Graduate School Associate Dean, Dr. Anne Shaffer, 2/7/24