



ACADEMIC ALERT #2007-27

DATE: December 2007

DECISION: National College of Education

Update of SPE 500 Waiver Policy

SPE 500 Introduction to Exceptional Children and Adolescents/Special Education may be waived for students in programs that require SPE 500 when students have taken SPE 500 or equivalent (level 300 or above) from a regionally accredited institution within five (5) years of the date of admission or readmission to National-Louis University (NLU).

For students in Special Education, the student's advisor is authorized to waive SPE 500, and the advisor must complete, sign and submit the Student Program Adjustment Form to the Office of Admissions and Records (OAR). For students in all other National College of Education (NCE) programs that require SPE 500, the Special Education Department Chair is the only person authorized to waive SPE 500.

For those students in other NCE programs, the student's advisor completes and signs the Student Program Adjustment Form, and obtains the Special Education Department Chair's signature. The advisor submits the completed and co-signed form to the OAR. Upon receipt of the form, the OAR changes CAPP to show the waived course and substitution if a substitution for hours is required.

The waived hours are replaced with other coursework ONLY if a student does not have the minimum number of hours required for the degree.

Senate Academic Planning Committee Approval: October 18, 2007

Faculty Senate Approval: Point of Information; Not Required

Provost Approval: Point of Information; Not Required

PROGRAM AUTHORIZATIONS: The Special Education Program is authorized to be offered in the following Illinois Regions: Chicago, North Suburban, West Suburban, South Metropolitan, Fox Valley, Central, Prairie, and Western. The Special Education Program is also authorized to be offered at NLU campuses in Wisconsin.

IMPLEMENTATION DATE: Effective Immediately

CONTACTS: Donna Wakefield, Faculty, Special Education; 847-947-5628; dwakefield@nl.edu

SIGNATURE

Carol R. Melnick, Ph.D.
Vice Provost

IMPLEMENTATION

Graduate advisors in all programs that require SPE 500 need to follow the waiver guidelines per this policy. Most important is that students be advised correctly whether they have sufficient hours to graduate with the waived course and do not have to take an additional 3 SH; or if they do not have sufficient hours and must take an additional 3 SH. Misinformation either way—students being advised to take an additional course when not needed, or being advised not to take the additional 3 SH and finding out through a graduation audit that they do not have enough hours—must be avoided.

Information regarding the “Update of the SPE500 Waiver Policy” must be included in the advising materials and handbooks of all NCE programs that require SPE 500. Donna Wakefield, the faculty contact from Special Education, will work with Department Chairs, Program Coordinators and faculty advisors of these programs to ensure adherence to the guidelines set forth for the SPE 500 Waiver Policy.

Information regarding the “Update of the SPE500 Waiver Policy” must be disseminated to Enrollment Representatives. Donna Wakefield, the faculty contact from Special Education, will work with Marisa Buscaglia, Director of Recruitment, Student Enrollment and Heather Swanson, Director of Enrollment, Student Enrollment to ensure adherence to the guidelines set forth for the SPE 500 Waiver Policy.