

WINONA STATE UNIVERSITY

PROPOSAL FOR REVISED PROGRAMS AND NEW PROGRAMS

Use this form to submit proposals for revised majors, minors, concentrations, options, etc.

Note: A department, with its dean's approval, may change up to two courses per year within an existing major, minor, concentration, option, etc., per year without seeking review of A2C2 and/or graduate Council, provided that (1) the total credits do not increase or decrease for the major, minor, concentration, option, etc., and (2) the change does not affect other departments or the University Studies Program. A2C2 and/or Graduate Council do, however, wish to be informed of these changes. Use form ***Notifications***.

If a department wishes to make more extensive revisions to an existing major, minor, concentration, option, etc., complete and submit this form with the appropriate number of copies. Refer to Regulation 3-4, ***Policy for Changing the Curriculum***, for complete information on submitting proposals for curricular changes.

Department: _____

Title of Program: _____

Revised: _____ Major _____ Minor _____ Concentration _____ Option _____ Other

List all Major/Minor Codes that Apply: _____

New: _____ Major _____ Minor _____ Concentration _____ Option _____ Other

List all Major/Minor Codes that Apply: _____

Total credit hours: _____ Classroom Hours _____ Lab Hours _____

Proposed Implementation Date: _____

Please attach to this proposal a narrative with the following information:

A. Statement of major focus and objectives of the revised program.

B. New Catalog Content

1. Provide a list of program content as it would appear in the catalog including required courses, electives, etc., by number and name. Include the number and name for each prerequisite, and all prerequisites of proposed prerequisites. All such prerequisites, and prerequisites of prerequisites, should be included in the total credit hour calculations for the revised program.
2. New catalog narrative, if any.

C. Description of Revisions, to include

1. A display of current program requirements next to proposed new requirements for clear, easy comparison.
2. A clear identification of each proposed change.
3. The following information for each required or elective course:
 - a. Course number and name,
 - b. A brief course description, and
 - c. A brief statement explaining why the program should include the course.

Attach a ***Financial and Staffing Data Sheet***.

Attach an ***Approval Form***.

Also fill out the MNSCU New Program Application or the Program Redesign Application, whichever applies and submit directly to the VPAA.

Department Contact Person for this Proposal:

Name (please print)

Phone

e-mail address