WINONA STATE UNIVERSITY

PROPOSAL FOR A REVISED PROGRAM

**This form is to be used to submit a proposal for a revised undergraduate or graduate major, minor, concentration, or option. Every item on this form must be completed prior to submission to A2C2 for the proposal to be considered for approval. The department proposing a new program must include a *Financial and Staffing Data Sheet* and the *New and Revised Course and Program Approval Form* with department chairperson’s and dean’s signatures. Refer to Regulation 3-4, *Policy for Changing the Curriculum***, for complete information on submitting proposals for curricular changes

Note: Regulation 3-4, ***Policy for Changing the Curriculum,*** allows a department, with its dean’s approval, to change up to two courses per year within an existing major, minor, concentration, option, etc., 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 or General Education Programs. Please use the ***Notification form*** for these changes instead of this ***Proposal for a Revised Program.***

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is a revised \_\_\_\_\_\_ Major \_\_\_\_\_\_ Minor \_\_\_\_\_\_ Concentration \_\_\_\_\_\_ Option \_\_\_\_\_\_ Other

 (explain)

Major/Minor Code of this program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Semester Hours \_\_\_\_\_\_\_\_\_\_

**Please provide all of the following information:**

 (Note: Other documentation may not substitute for this. All information must be on this form)

**A. A statement of major focus and objectives of the revised program** (Include this even if it has not changed)

**B. New Catalog Content** (Include these even if they have not changed)

 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 should be included in the total credit hour calculations for the revised program.

 2. New catalog narrative, if any.

**C. Description of Revisions**

 1. Provide both the current and the revised program requirements.

 Place these in two columns, side by side with categories aligned, for easy comparison and a clear identification of each change.

 2. For each required and elective course being added to the program, provide the course number, name, catalog description,

 and a brief statement explaining why the course should be included in the program.

**D. Impact of this Program Revision**

 1. Clearly state the impact of this revised program on other departments, programs, minors, or majors.

 2. It is the responsibility of the department submitting a program proposal to send written notification to the department(s) or program(s) affected. Attach letter(s) of understanding from any impacted department(s).

**E. Attach to this proposal a completed**

 1. ***Financial and Staffing Data Sheet***

 2. ***New and Revised Course and Program Approval Form for this course***

 You may also need to fill out the MNSCU Program Redesign Application and submit this directly to the VPAA.

 This program revision will be implemented in the fall semester following completion of the approval process.

**F. Department Contact Person for this Proposal**

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Name (please print) Phone e-mail address

**F. Review by Department A2C2 Representative**

I have reviewed this proposal and certify that it is complete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of A2C2 representative