WINONA STATE UNIVERSITY
PROPOSAL FOR UNIVERSITY STUDIES COURSES

DIRECTIONS FOR THE DEPARTMENT

This form, Proposal for University Studies Courses, is to be used to submit course proposals for inclusion in the University Studies Program. Read the directions below for information on providing course descriptions. The department must include the University Studies Approval Form with this proposal. Copies of each of these forms are attached. Refer to Regulation 3-4, Policy for Changing the Curriculum and the University Studies Program and Policies Document for complete information on submitting University Studies courses.

The following points are contained in the University Studies Program and Policies Document (Section IV. Course Approval Process).

Material to be submitted for course approval for Course Requirements:

1. Course proposals must address all specified outcomes.
2. The course proposal must include documentation of Course Requirements and learning activities designed to meet the course outcomes specified for the area.
3. The course proposal must include a course outline (MNSCU Board Policy 3.22 and Procedure 3.22.1; see http://mnscu.edu/board/policy/322.html and http://www.mnscu.edu/board/procedure/322p1.html) that clearly identifies which specified USP category(ies) the course meets and the course requirements which satisfy those categories.
4. Sequences of courses may be submitted to satisfy area requirements. In this case, the requested material or documentation in items 1-4 must be submitted for all of the courses in the sequence.
5. The GEPS may request other material for review in evaluation course proposal.
6. The GEPS may request additional information for re-approval.

Material to be submitted for course review of Flagged Courses:

1. The GEPS recognizes that decisions as to which courses meet department flag requirements reside with the department offering the courses. Nevertheless, departments are required to demonstrate how flagged courses address the relevant outcomes for each flag.
2. Departments should submit course descriptions for flagged courses to the GEPS and the course outline should clearly identify the course as a course that satisfies a flag requirement within the University Studies Program.
3. The course descriptions for flagged courses should include information directed to the students which clearly identifies activities and assignments that address the outcomes.
4. The GEPS has the right to comment on department plans for flagged courses and to offer suggestions.
5. No flagged course will satisfy University Studies Course Requirements in the University Studies Program.

If the proposed course is a new course, it must be submitted for approval as a new course (see above) before submission as a University Studies course.