

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 description (e.g., a syllabus or course outline for distribution to students) that clearly identifies (to the student) the course as a University Studies Course.
4. The course description (e.g., a syllabus or course outline for distribution to students) should also include information directed to the student that clearly identifies course activities and assignments that address the course outcomes.
5. 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.
6. The USS may request other material (e.g., textbooks) for review in evaluation course proposal.
7. The USS may request additional information for re-approval.

Material to be submitted for course review of Flagged Courses:

1. The USS 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 USS and the syllabus should clearly identify the course as a course that satisfies a flag requirement within the University 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 USS 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.

**WINONA STATE UNIVERSITY
UNIVERSITY STUDIES APPROVAL FORM**

Routing form for University Studies Course approval.

Course _____

Department Recommendation ____ Approved ____ Disapproved		
_____ Department Chair	_____ Date	_____ e-mail address
Dean's Recommendation ____ Approved ____ Disapproved*		
_____ Dean of College	_____ Date	
<small>*In the case of a dean's recommendation to disapprove a proposal, a written rationale for the recommendation to disapprove shall be provided to the University Studies Subcommittee.</small>		
USS Recommendation ____ Approved ____ Disapproved ____ No recommendation		
_____ University Studies Director	_____ Date	
A2C2 Recommendation ____ Approved ____ Disapproved		
_____ Chair of A2C2	_____ Date	
Faculty Senate Recommendation ____ Approved ____ Disapproved		
_____ President of Faculty Senate	_____ Date	
Academic Vice President Recommendation ____ Approved ____ Disapproved		
_____ Academic Vice President	_____ Date	
Decision of President ____ Approved ____ Disapproved		
_____ President	_____ Date	
Please forward to Registrar.		
Registrar	_____ Date entered	Please notify department chair via e-mail that curricular change has been recorded.