WINONA STATE UNIVERSITY

PROPOSAL FOR A NEW PROGRAM

This form is to be used to submit a proposal for a new 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’s and dean’s signatures. Refer to Regulation 3-4*,* ***Policy for Changing the Curriculum****,* for complete information on submitting proposals for curricular changes.

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

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

This is a new: \_\_\_\_\_\_ Major \_\_\_\_\_\_ Minor \_\_\_\_\_\_ Concentration \_\_\_\_\_\_ Option \_\_\_\_\_\_ Other

 (explain)

 Proposed Major/Minor Code: \_\_\_\_\_\_\_\_\_\_\_\_

Total Semester Hours in Program \_\_\_\_\_\_\_\_

**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 the major focus and objectives of the new program**

**B. New catalog copy**

 1. Provide a list of program content as it will appear in the catalog including required courses, electives, etc., by number and name. Include the number and name for each prerequisite (and prerequisites of those prerequisites) which must be included in the total credit hour calculations for the program.

 (note: a course may not be included in any program unless it has been approved according to Regulation 3-4)

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

 3. Provide the catalog narrative describing the new program.

**C. Impact of this program on other departments, programs, majors, and minors**

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

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

**D. 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 will also need to fill out the MNSCU New Program Application and submit this directly to the VPAA.

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

**E. Department Contact Person for this Proposal:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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