The purpose of this policy is to describe the process to be used to accomplish curricular changes, while recognizing the responsibility and right of the faculty to propose such changes. Curricular changes include proposals for the growth, reduction, or discontinuation (banking) of a major, minor, option or concentration, new courses, or changes in existing courses. The policy applies to:

1. Changes to existing courses requiring notification of, but not action by, the Academic Affairs and Curriculum Committee (A2C2) and/or Graduate Council,
2. All new or revised courses requiring A2C2 and/or Graduate Council approval,
3. All courses which departments wish to submit for inclusion in the University Studies Program requiring University Studies Subcommittee and A2C2 approval (See also the University Studies Program and Policies document and the University Studies Course Approval Form),
4. New and revised programs (majors, minors, options, certificates, and concentrations, including credit hour increases or decreases) requiring A2C2 and/or Graduate Council approval,
5. Discontinuation (banking) of a Program (major, minor, option, or concentration) or Course. (See WSU Regulation 3-19.)

Process for Accomplishing Curricular Change

A. Responsibilities of the Department

Curriculum proposals and notifications originate with a department or with one or more faculty members. To ensure that proposals are drafted in keeping with this Regulation 3-4, the appropriate department's A2C2 representative will complete and sign the Checklist for Curricular Change Proposals. The submitting department(s) will evaluate each proposal and recommend approval or disapproval. The proposal or notification is then sent to the college dean for consideration and recommendation. The dean returns the proposal with a recommendation to the department chair. All curriculum proposals must be submitted on the approved WSU curriculum proposal forms or notification form. Copies are attached.

B. Responsibilities of the Dean of the College

After approval by the department, all proposals are sent to the college dean for consideration and recommendation. The dean returns the proposal with a recommendation to the department chair.

C. Responsibilities of the Department Chair

The chair will forward the original forms and forty (40) copies for curricular changes and one (1) copy of notifications that involve undergraduate credit to A2C2 and ten (10) copies for those that involve graduate credit to the Graduate Council, following the procedures as outlined on the appropriate forms. For proposals involving both undergraduate and graduate credit fifty (50) copies are submitted.

A representative of the originating department must attend the meeting at which the proposal will be considered. Other interested parties are also invited to attend.

D. Responsibilities of the Academic Affairs and Curriculum Committee (A2C2)

A2C2 considers new proposals and revisions according to the following procedure and steps:

1. Upon receiving the original forms and the appropriate number of copies from the department, the A2C2 chair puts the proposal on the agenda of the A2C2 Course and Program Proposal Subcommittee or the University Studies Subcommittee meeting. Notifications will be put on the agenda of the next A2C2 meeting and will be read by the chair.
2. One week before the Course and Program Proposal Subcommittee meeting the A2C2 chair distributes copies of the proposal to A2C2 and Course and Program Proposal Subcommittee members and notifies the following of the time and place of the A2C2 Course and Program Proposal Subcommittee meeting at which the proposal will be considered:
   a. each department's A2C2 representative,
   b. Course and Program Proposal Subcommittee members,
   c. concerned department chairs,
   d. the IFO Faculty Association President,
   e. the President of MSUA ASF,
   f. the President of Student Senate,
   g. the Graduate Council, if appropriate,
   h. the College Deans, and
   i. the Vice President for Academic Affairs.

One week before the University Studies Subcommittee (USS) meeting the University Studies director distributes copies of the proposal to the USS members and notifies the campus community of the time and place of the USS meeting and identifies proposal being considered.

3. The department initiating the curriculum proposal must send a representative who is knowledgeable of the proposal to this meeting. If no representative from the originating department is present, the proposal will be tabled.

4. All university units, faculty, students, MnSCU, are invited to send representatives to the A2C2 Course and Program Proposal Subcommittee meetings.

5. Any department or other University unit that objects to the curriculum proposal must present a written statement of their position (with copies for each subcommittee member) at the A2C2 Course and Program Proposal Subcommittee meeting and may send a representative to the meeting to explain the objection. If conflicts between university units are not resolved to the subcommittee's satisfaction, the proposal will be postponed until resolved.

6. Curriculum proposals will be evaluated using the criteria as listed in this regulation and on the proposal forms, and a recommendation for approval or disapproval will be made.

7. If the proposal contains both a new program and new courses, the program and courses will be submitted simultaneously. Upon receiving a recommendation from the subcommittee, A2C2 will formally act first on the new program and then on the new courses.

8. The A2C2 Course and Program Proposal Subcommittee will bring the proposal and the recommendation to the next A2C2 meeting.

9. A2C2 will vote approval or disapproval of the proposal.

10. The A2C2 chair will forward the proposal together with the A2C2 recommendation to the IFO Faculty Senate.

Note: A2C2 does not act on proposals involving courses or programs for graduate credit only or on proposals to designate a lower-level course as being eligible for graduate credit.

E. Responsibilities of the Graduate Council

All proposals involving notification and new or revised courses or programs for graduate credit only and all proposals that designate a lower-level course as eligible for graduate credit are acted on by the Graduate Council. A2C2 does not make recommendations or receive copies of these proposals.

A proposal for a curriculum change which includes any double-numbered course which qualifies for both undergraduate and graduate credit must be submitted both to A2C2 and to the Graduate Council for their evaluation and recommendation.
F. Responsibilities of the WSU Faculty Association Senate

After receiving the proposal and recommendation from A2C2 and/or Graduate Council, the WSU Faculty Association Senate will approve or disapprove the proposal. The proposal, together with the A2C2 and/or Graduate Council recommendation and the Faculty Senate recommendation will then be forwarded to the Vice President of Academic Affairs.

G. Responsibilities of the Vice President of Academic Affairs and the President

The Vice President for Academic Affairs shall recommend approval or disapproval of the proposal to the President within a reasonable length of time.

The President shall make the decision approving or disapproving of the proposal.

The Vice President for Academic Affairs shall communicate the President’s decision to all appropriate University units within fifteen (15) contract days of the date of the decision. The decision shall be printed in the appropriate University publication.

The effective date for curricular changes is normally the semester after which the proposal is approved.

If the Vice President’s recommendation and/or the President’s decision departs from the A2C2 or Graduate Council recommendation, the Vice President shall communicate in writing to the A2C2 chair or the chair of the Graduate Council and to the originator of the proposal the reasons for the departure within the fifteen (15) contract day limitation.

H. All Course and Program Proposals are subject to MnSCU Policies on Curriculum.

Types of Curricular Proposals

A. Notifications.

The following types of curricular proposals are considered to be notifications. These proposals require notification of, but not action by, A2C2 and/or Graduate Council. Submit on form entitled Notifications.

The proposal is considered to be a Notification if the curricular change is for an individual course and the change proposed is one of the following:
" Change in course title,
" Change in course description,
" Change in prerequisites,
" Change in grading option,
" Reduction in course number,
" Change in course number within level, e.g. 310 to 350, or
" Increase in hours or credits in an independent study course.

A proposal for such a curricular change requires approval of only the department and college dean. The notification will be presented in writing at the next A2C2 and/or Graduate Council meeting as part of the agenda under Notifications. The notification is sent to A2C2 if the course is an undergraduate course and to the Graduate Council if the course is a graduate course.

A department, with its dean’s approval, may change up to two required courses within an existing major, minor, option, concentration, etc., per year without seeking approval of A2C2 or the Graduate Council, provided that (1) the total credits do not increase or decrease for the major, minor, option, concentration, etc., and (2) the change does not affect other departments or the University Studies Program. Such a change is also considered to be a notification and is submitted on the form Notifications. However, if such a change affects other departments or the University Studies Program, then the proposal will be considered a new or revised course or program proposal.

The department will supply A2C2 or the Graduate Council with the original form and one copy at least seven (7) contract days before the meeting at which the department wishes the notification to be presented.
B. Proposals for New Courses.

Use form Proposal for New Courses. Supply all information according to the directions found on the form. Include a Financial and Staffing Data Sheet and an Approval Form. The department will supply A2C2 and/or Graduate Council with the original forms and the appropriate number of copies of the forms at least seven (7) contract days before the A2C2 meeting or Graduate Council meeting at which the department wishes the proposal to be considered.

C. Proposals for Revised Courses.

If the proposed curricular change requires A2C2 and/or graduate Council approval, i.e., not considered a notification, use form Proposal for Revised Courses. Follow directions given on the form and include an Approval Form. The department will supply A2C2 and/or Graduate Council with the original forms and the appropriate number of copies of the forms at least seven (7) contract days before the A2C2 meeting or Graduate Council meeting at which the department wishes the proposal to be considered.

D. Proposals for Courses for Inclusion in the University Studies Program including flagged courses.

Use form Proposal for University Studies Courses. Follow directions given on the form and include a University Studies Course Approval Form. The department will supply A2C2 with the original forms and ten (10) copies of the forms at least seven (7) contract days before the University Studies Subcommittee meeting at which the department wishes the proposal to be considered. If the proposed course is a new course, it must submitted for approval as a new course (see above) before submission as a University Studies course.

E. Proposals for Revised Programs.

Use form Proposal for Revised Programs. Supply all information requested on the form and include a Financial and Staffing Data Sheet and an Approval Form. The department will supply A2C2 and/or Graduate Council with the original forms and the appropriate number of copies of the forms at least seven (7) contract days before the A2C2 meeting or Graduate Council meeting at which the department wishes the proposal to be considered.

F. Proposals for New Programs.

Proposals for new programs will be submitted as required by MnSCU regulations.

G. Proposals for Discontinuation (Banking) of a Program or Course.

See WSU Regulation 3-19. Supply all information requested on the form. The department will supply A2C2 with the original form and one copy at least seven (7) contract days before the A2C2 meeting at which the department wishes the proposal to be presented.
This checklist enables A2C2 representatives to endorse that their departments have accurately followed the Process for Accomplishing Curricular Change. For each course or program proposal submitted to A2C2, this checklist should be completed and signed by the submitting department’s A2C2 representative. Peer review of proposals is also strongly advised, e.g., departments should discuss and vote on the proposals as submitted to A2C2, rather than on just the ideas proposed or drafts of proposals.

If a proposal fails to follow or complete any aspect of the process, the Course and Program Proposal Subcommittee will postpone consideration of the proposal and return it to the department’s A2C2 representative for completion and resubmission. Resubmitted proposals have the same status as newly submitted proposals.

Note: This form need not be completed for notifications nor should it be included in proposal copies.

1. The appropriate forms and the Approval Form" have been completed in full for this proposal. All necessary or relevant descriptions, rationales, and notifications have been provided.
   _______ Completed

2a. The Financial and Staffing Data Sheet" has been completed and is enclosed in this proposal, if applicable.
   _______ Completed _______ NA

2b. For departments that have claimed that existing staff" would be teaching the course proposed, an explanation has been enclosed in this proposal as to how existing staff will do this, e.g., what enrollment limits can be accommodated by existing staff. If no such explanation is enclosed, the department's representative is prepared to address A2C2’s questions on this matter.
   _______ Completed _______ NA

3. Arrangements have been made so that a department representative knowledgeable of this proposal will be attending both the Course and Program Proposal Subcommittee meeting and the full A2C2 meeting at which this proposal is considered.
   _______ Completed

   Name and office phone number of proposal's representative: _______________________________________

4. Reasonable attempts have been made to notify and reach agreements with all university units affected by this proposal. Units still opposing a proposal must submit their objections in writing before or during the Course and Program Proposal Subcommittee meeting at which this proposal is considered.
   _______ Completed _______ NA

5. The course name and number is listed for each prerequisite involved in this proposal.
   _______ Completed _______ NA

6. In this proposal for a new or revised program (major, minor, concentration, etc.), the list of prerequisites provided includes all the prerequisites of any proposed prerequisites. All such prerequisites of prerequisites are included in the total credit hour calculations.
   _______ Completed _______ NA

7. In this proposal for a new or revised program, the following information for each required or elective course is provided:
   a) The course name and number.
   b) A brief course description.
   c) A brief statement explaining why the program should include the course.
   _______ Completed _______ NA

8. This course or program revision proposal:
   a) Clearly identifies each proposed change.
   b) Displays the current requirements next to the proposed new requirements, for clear, easy comparison.
   _______ Completed _______ NA

9. This course proposal provides publication dates for all works listed as course textbooks or references using a standard form of citation. Accessibility of the cited publications for use in this proposed course has been confirmed.
   _______ Completed _______ NA

Department's A2C2 Representative ________________________________ Date ________________________________
WINONA STATE UNIVERSITY
NOTIFICATIONS

Department ___________________________ Date _________________________

If the proposed curricular change involves existing courses and is considered a Notification, complete and submit this form. Refer to Regulation 3-4, Policy for Changing the Curriculum, for complete information on submitting proposals for curricular changes.

A. Current Course Information

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
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This proposal is for a(n) _____ Undergraduate Course _____ Graduate Course

Applies to _____ Major _____ Minor

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Prerequisites

____________________________________________________________________________________

Grading _____ Grade only _____ P/NC only _____ Grade and P/NC Option

Frequency of offering _____________________________

B. Proposed Course Information. (Please indicate only proposed changes below.)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
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This proposal is for a(n) _____ Undergraduate Course _____ Graduate Course

Applies to _____ Major _____ Minor

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<thead>
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<th>Required</th>
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<td>_____</td>
<td>_____</td>
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</tbody>
</table>

Prerequisites

____________________________________________________________________________________

Grading _____ Grade only _____ P/NC only _____ Grade and P/NC Option

Frequency of offering _____________________________ Effective date (normally the next semester)________________________

B. Attach a description of the change requested as it should appear on the A2C2 and/or graduate Council Agenda. If the proposal requests a change in the course description, please list both the present and proposed course description. Please send an e-mail or disk copy of the change to the A2C2 chair and/or Graduate Council chair as you would like to see it appear on the agenda.

Approved by the Department

Department Chair ___________________________ Date _________________________

e-mail address _____________________________

Notification of College Dean

Dean of College ___________________________ Date _________________________

Presented at A2C2 meeting on

Date ________________________ Chair of A2C2

Presented at Graduate Council meeting on (if applicable)

Date ________________________ Chair of Graduate Council

Submitted to Registrar on

Registrar: Please notify department chair via e-mail that Notification has been recorded.
WINONA STATE UNIVERSITY
PROPOSALS FOR NEW COURSES

DIRECTIONS FOR THE DEPARTMENT

This form, Proposal for New Courses, is to be used to submit course proposals for any new undergraduate or graduate course. Read the directions below for information on providing course descriptions and impact of approval on other departments. The department must include a Financial and Staffing Data Sheet and an Approval Form with this proposal. Copies of each of these forms are attached. Refer to Regulation 3-4, Policy for Changing the Curriculum, for complete information on submitting proposals for curricular changes.

Provide the following information when submitting a new course proposal.

A. Provide a description of the course. This description must include the following information.
   1. Description of the course as it will appear in the WSU catalog.
   2. Syllabus or course outline of the major topics, themes, subtopics, etc., to be covered in the course. This outline should be, at a minimum, a two-level outline, i.e., consisting of topics and subtopics.
   3. Statement of the basic instructional plan and methods used, for example, lectures, discussion, etc.
   4. Course requirements (papers, lab work, projects, etc.) and means of evaluation.
   5. List of course materials. This list may include textbooks, articles, monographs, software, etc.
   6. Bibliography, including author, title, date, for a reasonable number of scholarly materials such as articles and books.

   The above course description does not preclude future revisions of course content, texts used, methods of instruction and forms of evaluation.

B. Provide a rationale for the new course. The rationale should include the following item.
   1. Statement of the major focus and objectives of the course.
   2. Statement specifying how this course will contribute to the departmental curriculum.
   3. Courses which may be dropped, if any, if this course is implemented.

C. Provide a statement of the impact of this course on other departments, programs, majors, and minors.
   1. Clearly state the impact of this course on courses taught in other departments. Does this course duplicate the content of any other course? Is there an effect on prerequisites?
   2. Would approval of this course change the total number of credits required by any major or minor of any department? If so, the department must indicate which departments are affected and explain carefully the effects of the course.
   3. If this course has an impact on the major or minor of any other department or any program, it is the responsibility of the department submitting the course proposal to send written notification to the department(s) or program(s) affected. State clearly which other programs are affected by this proposal and whether the other departments have been notified and/or consulted.

D. If this course is also being submitted for inclusion in the University Studies Program, the form Proposal for University Studies Course and appropriate approval form must also be completed and submitted according to the instructions on that form.

Note: If any of the requested information is missing, the proposal will not be reviewed by the A2C2 Course and Program Proposal Subcommittee or the Graduate Council but will instead be returned to the department.
Provide the following information (attach materials to this proposal):

A. Course Description
   1. Catalog description.
   2. Course outline of the major topics and subtopics (minimum of two-level outline).
   3. Basic instructional plan and methods.
   4. Course requirements (papers, lab work, projects, etc.) and means of evaluation.
   5. Course materials (textbook(s), articles, etc.).
   6. List of references.

B. Rationale
   1. Statement of the major focus and objectives of the course.
   2. Specify how this new course contributes to the departmental curriculum.
   3. Indicate any course(s) which may be dropped if this course is approved.

C. Impact of this Course on other Departments, Programs, Majors, or Minors
   1. Does this course increase or decrease the total credits required by a major or minor of any other department? If so, which department(s)?
   2. List the departments, if any, which have been consulted about this proposal.

D. University Studies Course Proposals
   The form Proposal for University Studies Courses must also be completed and submitted according to the instructions on that form.

Attach a Financial and Staffing Data Sheet.

Attach an Approval Form.

Department Contact Person for this Proposal:

Name (please print) ____________________________________________________________________________
Phone __________________________________________ e-mail address _____________________________
WINONA STATE UNIVERSITY
PROPOSAL FOR REVISED COURSES

Department _______________________________ Date ________________

If proposed course change requires A2C2 and/or graduate Council approval, i.e., not considered a notification, 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.

A. Current Course Information

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
</table>

This Proposal is for a(n) _____ Undergraduate Course _____ Graduate Course

Applies to _____ Major _____ Minor _____ University Studies

_____ Required _____ Required _____ Not for USP

_____ Elective _____ Elective

Prerequisites __________________________________________________________

Grading _____ Grade only _____ P/NC only _____ Grade and P/NC Option


Proposed Course Information. (Please indicate only proposed changes below.)

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
</table>

This Proposal is for a(n) _____ Undergraduate Course _____ Graduate Course

Applies to _____ Major _____ Minor _____ University Studies

_____ Required _____ Required _____ Not for USP

_____ Elective _____ Elective

Prerequisites __________________________________________________________

Grading _____ Grade only _____ P/NC only _____ Grade and P/NC Option

Frequency of offering _______________________________

B. If the proposal requests any changes in the course description as listed below, please list both the present description and the proposed change.

1. Catalog description.
2. Course outline of the major topics and subtopics.
3. Basic instructional plan and methods utilized.
4. Course requirements (papers, lab work, projects, etc.) and means of evaluation.

C. Rationale for the changes proposed.

D. Description of any impact of this proposal on other departments, programs, majors, or minors.

E. Description any impact that this proposal may have on the University Studies Program.

Attach an Approval form.

Department Contact Person for this Proposal:

Name (please print) ________________ Phone ____________ e-mail address ____________
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.
<table>
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<tr>
<th>Course No.</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
</table>

This proposal is for a(n) ______ Undergraduate Course

Applies to: _____ Major _____ Minor
_____ Required _____ Required
_____ Elective _____ Elective

University Studies (A course may be approved to satisfy only one set of outcomes.):

**Course Requirements:**

- **Basic Skills:**
  - 1. College Reading and Writing
  - 2. Oral Communication
  - 3. Mathematics
  - 4. Physical Development & Wellness

- **Arts & Science Core:**
  - 1. Humanities
  - 2. Natural Science
  - 3. Social Science
  - 4. Fine & Performing Arts

- **Unity and Diversity:**
  - 1. Critical Analysis
  - 2. Science and Social Policy
  - 3. a. Global Perspectives
  - b. Multicultural Perspectives
  - 4. a. Contemporary Citizenship
  - b. Democratic Institutions

**Flagged Courses:**

- 1. Writing
- 2. Oral Communication
- 3. a. Mathematics/Statistics
- b. Critical Analysis

**Prerequisites**

Provide the following information (attach materials to this proposal):

Please see Directions for the Department on previous page for material to be submitted.

Attach a University Studies Approval Form.

Department Contact Person for this Proposal:

Name (please print) ___________________________________________________________________________
Phone __________________________ e-mail address __________________________
Routing form for University Studies Course approval.

<table>
<thead>
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<th>Disapproved</th>
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<td><strong>Department Recommendation</strong></td>
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<tr>
<td>Department Chair</td>
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<td>e-mail address</td>
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<tr>
<td><strong>Dean's Recommendation</strong></td>
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<tr>
<td>Dean of College</td>
<td>Date</td>
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*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.

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<td>University Studies Director</td>
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<tr>
<td><strong>A2C2 Recommendation</strong></td>
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<tr>
<td>Chair of A2C2</td>
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<td><strong>Faculty Senate Recommendation</strong></td>
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<td>President of Faculty Senate</td>
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<td>Date</td>
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Please forward to Registrar.

Registrar Date entered

Please notify department chair via e-mail that curricular change has been recorded.
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

New: ______ Major ______ Minor ______ Concentration ______ Option ______ Other

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.

Department Contact Person for this Proposal:

__________________________________________________________________________________________________________

Name (please print) ___________________________ Phone ___________ e-mail address ___________
Include a Financial and Staffing Data Sheet with any proposal for a new course, new program, or revised program.

Please answer the following questions completely. Provide supporting data.

1. Would this course or program be taught with existing staff or with new or additional staff? If this course would be taught by adjunct faculty, include a rationale.

2. What impact would approval of this course/program have on current course offerings? Please discuss number of sections of current offerings, dropping of courses, etc.

3. What effect would approval of this course/program have on the department supplies? Include data to support expenditures for staffing, equipment, supplies, instructional resources, etc.
# WINONA STATE UNIVERSITY
## APPROVAL FORM
Routing form for new and revised courses and programs.

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