

WINONA STATE UNIVERSITY
CHANGING THE GRADUATE CURRICULUM

A. Notifications.

The following types of curricular proposals are considered to be notifications. These proposals require notification of, but not action by 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
- 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. 610 to 650, 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 Graduate Council meeting as part of the agenda under Notifications. The notification is sent to A2C2 if the course is also offered to undergraduate students.

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 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. 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, then the proposal will be considered a new or revised course or program proposal.

The department will the Graduate Council with the original form and one copy at least one week prior to the meeting at which the department wishes the proposal to be considered.

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 one week prior to the 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 one week prior to the meeting at which the department wishes the proposal to be considered.

D. 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.

E. Proposals for New Programs.

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

F. 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 the graduate council with the original form and one copy.

WINONA STATE UNIVERSITY
CHECKLIST FOR CURRICULAR CHANGE PROPOSALS
GRADUATE EDUCATION

Course or Program _____

This checklist enables Graduate Council representatives to endorse that their departments have accurately followed the Process for Accomplishing Curricular Change.

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
2. The "Financial and Staffing Data Sheet" has been completed and is enclosed in this proposal, if applicable.
_____ 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 Graduate Council meeting at which this proposal is considered.
_____ Completed Name and office phone number of proposal's representative: _____
4. The course name and number is listed for each prerequisite involved in this proposal.
_____ Completed _____ NA
5. 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
6. 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

Department's Graduate Council 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.

Please check type of change(s):

- Reduction in course number Change in grading option Change in hours or credits in an IDS course
 Change in course title Change in course description Change in existing major, option, concentration,
 Change in prerequisites Change in course number within level (e.g. 510 to 550)

A. Current Course Information

Course No. _____ Course Title _____ Credits _____

Applies to _____ Major
- _____ Required
_____ Elective

Prerequisites _____

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

Frequency of offering _____

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

Course No. _____ Course Title _____ Credits _____

Prerequisites _____

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

Effective date (normally the next semester) _____

- B. If the proposal requests a change in the course description, please attach a description of the change requested and list both the current and proposed course description. If the proposal requests a change in an existing major, option, concentration, etc., please attach a description of the change(s) requested and list both the current and proposed program listings.

Approved by the Department _____
Department Chair _____ Date _____

e-mail address

Approval of College Dean _____
Dean of College _____ Date _____

Presented at Graduate Council _____
Date _____ Chair of Graduate Council _____

Submitted to Registrar on _____
Date _____ Registrar: Please notify department chair via e-mail that Notification has been recorded.

WINONA STATE UNIVERSITY
PROPOSALS FOR NEW GRADUATE 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 graduate catalog.
2. Syllabus or course outline of the major topics, themes, subtopics, etc., to be covered in the course.
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 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.

Note: If any of the requested information is missing, the proposal will not be reviewed by the Graduate Council, and will instead be returned to the department.

WINONA STATE UNIVERSITY
PROPOSAL FOR NEW GRADUATE COURSES

Department _____

Date _____

Course No. _____

Course Name _____

Credits _____

Applies to: _____ Major

_____ Required

_____ Elective

Prerequisites _____

Grading method _____ Grade only

_____ P/NC only

_____ Grade and P/NC Option

Frequency of offering _____

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

A. Course Description

1. Catalog description.
2. Course outline of the major topics and subtopics.
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 of any other department? If so, which department(s)?
2. List the departments, if any, which have been consulted about this proposal.

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 GRADUATE 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

| | | |
|-----------------------|-----------------------------|-----------------|
| Course No. | Course Name | Credits |
| Applies to: | _____ Major | |
| | _____ Required | |
| | _____ Elective | |
| Prerequisites | _____ | |
| Grading | _____ Grade only | _____ P/NC only |
| | _____ Grade and P/NC Option | |
| Frequency of offering | _____ | |

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

| | | |
|-----------------------|-----------------------------|-----------------|
| Course No. | Course Name | Credits |
| Applies to | _____ Major | |
| | _____ Required | |
| | _____ 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 REVISED AND NEW GRADUATE PROGRAMS

Note: A department, with its dean's approval, may change up to **two courses per year** within an existing major, concentration, option, etc., per year without seeking review of the Graduate Council, provided that the total credits do not increase or decrease for the major, concentration, option, etc. The Graduate Council does, however, wish to be informed of these changes. Use form *Notifications*.

If a department wishes to make more extensive revisions to an existing major, 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 _____ Concentration _____ Option _____ Other

New: _____ Major _____ Concentration _____ Option _____ Other

Total credit hours: _____ Classroom 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 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

WINONA STATE UNIVERSITY
APPROVAL FORM
GRADUATE STUDIES

Routing form for new and revised courses and programs. Course or Program _____

| | | |
|---|---|-------------------------|
| Department Recommendation | | |
| _____ Department Chair | _____ Date | _____ e-mail address |
| Dean's Recommendation ____ Approved ____ Disapproved | | |
| _____ Dean of College | _____ Date | |
| Graduate Council Recommendation ____ Approved ____ Disapproved | | |
| _____ Chair of Graduate Council | _____ Date | |
| _____ Director of Graduate Studies | _____ Date | |
| Faculty Senate Recommendation ____ Approved ____ Disapproved | | |
| _____ President of Faculty Senate | _____ Date | |
| Academic Vice President Recommendation ____ Approved ____ Disapproved | | |
| _____ Academic Vice President | _____ Date | |
| Registrar's Office | | |
| _____ Registrar | _____ (date entered into the computer) | |
| Please notify department chair via e-mail that curricular change has been recorded. | | |