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BSU Curriculum Forms **Program Modification form**

(last updated 11.15.22)

Use this form to:
**Modify an existing program in BSU’s program list**

***Note: All curriculum proposals also require a Proposal Summary and a Signature form***

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| **Type of Degree to be modified** | [ ]  M.S. [ ]  M.A. [ ]  Applied Masters [ ]  Master Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  B.S. [ ]  B.S. TL [ ]  B.A. [ ]  B.A.S. [ ]  B.F.A.[ ]  Certificate [ ]  Minor [ ]  Emphasis [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Current Program Title** |  |
| **Proposed Program Title (if different)** |  |
| **Is the program description changing? If yes, indicate the revision |** This description is seen at <https://www.minnstate.edu/campusesprograms/index.html> | [ ]  No [ ]  Yes, the revised description is listed below. |
| **Indicate the reason(s) for the program modification** |  |
| **Are the program outcomes changing?** | [ ]  No [ ]  Yes, the revised program outcomes are listed below. |
| **If content (eg courses, outcomes, content areas) from other departments are a part of the modifications to this program, a notification must be made to the chair(s) of those departments.** | [ ]  Yes, this program includes courses from other departments[ ]  No, this program does NOT include courses from other departments[ ]  If yes above, the home department/program was notified that this program includes courses from their department that are being added or removed:* Who was notified?
* What was Notification Date?

[ ]  I have copy/pasted my notification(s) and any comments received within one week of this notification at the end of this document. |
| **Master level specific programs**MinnState 50% rule: At least one-half of the required credits in a master's degree, exclusive of a thesis, capstone, or similar culminating project, shall be credits restricted exclusively to graduate student enrollment at the 6000 course level. | [ ]  Yes, this master level program still meets the 50% MinnState rule with these modifications[ ]  No, this master level program does not meet the 50% MinnState rule because it is a certificate[ ]  No, this master level program does not meet the 50% MinnState rule because of a different reason indicated below. |
| **Will the program Delivery Format change? If yes, to what?** | [ ]  No change to the delivery format[ ]  Yes, the delivery format is changing to: [ ]  Land plus: face-to-face where some online courses may be available  [ ]  Online plus: offered entirely online with face-to-face options available [ ]  Online exclusively: must be completed entirely online, No face-to face |
| **Is this a Transfer Pathway:** | [ ]  No, this is not a MinnState Transfer Pathway[ ]  Yes, this is a MinnState Transfer Pathway [ ]  Yes, I’ve included the Transfer Pathway Crosswalk Learning  outcomes at the end of this document |

Note: For joint programs, signatures of all department chairs

and deans must be included on the signature page.

**Copy/paste the current program from the course catalog below & indicate the proposed revisions following the instructions below**

1. Go to the [catalog](https://www.bemidjistate.edu/academics/catalog/); select the appropriate Area of Study; select the program to be modified
2. Copy/paste the current program below
3. Indicate additions to the program in red & anything being removed from the program using a strikethrough.

**Indicate a “clean copy” the proposed program below**

**(how it will appear in the catalog without the marked changes)**

Indicate the Suggested Semester Schedule with the proposed modifications
(this is viewable by students in the catalog)

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| Program Sequence for Full-Time Student\*Please use course prefix, number, and credit  |
| FIRST YEAR | 1st Semester | 2nd Semester | Sumer Semester (if applicable) |
| Course # & Title | Credits | Course # & Title | Credits | Course # & Title | Credits |
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| SECOND YEAR | 3rd Semester | 4th Semester | Summer Semester (if applicable) |
| Course # & Title  | Credits | Course # & Title | Credits | Course # & Title | Credits |
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| THIRD YEAR | 5th Semester | 6th Semester | Summer Semester (if applicable) |
| Course # & Title | Credits | Course # & Title | Credits | Course # & Title | Credits |
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| FOURTH YEAR | 7th Semester | 8th Semester | Summer Semester (if applicable) |
| Course # & Title |  | Course # & Title |  | Course # & Title |  |
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**\*\* Contact Curriculum Coordinator (ext. 4248) to determine if this page is applicable. \*\***

Comparison Form -> Current vs. New Curriculum \*Please list in number order

If 50% of credits in new program are also in an existing program (ie major), we can create the new program from an existing program. To verify 50% of the credits are from an existing program, please list the courses in the existing program in the “Current” courses column and compare to those in the new program.

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| **Current**[ ]  **Major** [ ]  **Certificate** [ ]  **Minor**  | **New**[ ]  **Major** [ ]  **Certificate** [ ]  **Minor** |
| **Courses** | **Courses \*\* Check box for new course** |
| Course # | Title | Credits | Course # | Title | \*\* | Credits |
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|  | Subtotal major Credits |  |  | Subtotal major Credits |  |  |
| **Elective**  | **Elective** |
| Course # | Title | Credits | Course # | Title |  | Credits |
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| **MnTC** | **\*MnTC** |
| Course # | Title | Credits | Course # | Title |  | Credits |
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|  | Subtotal major Credits |  |  | Subtotal major Credits |  |  |
|  | Subtotal Elective Credits |  |  | Subtotal Elective Credits |  |  |
|  | Subtotal MnTC Credits |  |  | Subtotal MnTC Credits |  |  |
|  | Total Program Credits |  |  | Total Program Credits |  |  |