

**Academic Policies and Procedures Committee
PROPOSAL FORM -- Part A**

<p>___ ADD</p> <p>___ DELETE</p> <p>___ CHANGE</p>	<p>Department/Program Proposal # _____</p> <p>Proposed Effective Date (semester/year) _____</p>
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College/School: _____ Dean: _____

Department/Program: _____ Dept. Chair/Prog. Dir: _____

1. Briefly describe the action(s) requested:

2. Rationale for this request:

3. Required catalog copy and attachments:

- a. CURRENT and PROPOSED undergraduate or graduate catalog copy
CURRENT:

PROPOSED:

- b. SYLLABI are required when adding or making significant changes to courses.
- c. CHECKSHEETS are required for undergraduate degree changes; and PROGRAM OF STUDY FORMS or GRADUATE CATALOG COPY are required for graduate degree changes.

AP&P PROPOSAL FORM -- Part A (continued)

4. List the committees, councils, and other groups that have considered this proposal; the action taken; and the date that action was taken.

Area	Action			Date of Action
	approved	not approved	not applicable	
Department/Program Curriculum Committee				
Department/Program Faculty				
College Council(s)				
General Education Council				
Teacher Education Council				
Graduate Council				
Other Committees/Councils (e.g., Honors, etc.)				
Academic Policies & Procedures Committee				

5. Have the Registrar's Office and all appropriate department chairs/program directors been consulted in the development of this proposal? yes__ no__ *If yes, list the date(s) and person(s) contacted and their response(s):*

6. a. Are there any existing programs or courses that will be curtailed or discontinued as a result of the proposed new program or course? yes__ no__ n/a__ *(If yes, list those courses or programs:)*

- b. Are there courses from other departments that may cover or partially cover the subject matter of the proposed new course? yes__ no__ n/a__ *(If yes, list course numbers and titles:)*

- c. Is this a cross-listed course in another department? yes__ no__ n/a__ *(If yes, list the cross-listed courses:)*

- d. Is this a dual-listed course? yes__ no__ n/a__ *(If requesting a new dual-listing, attach undergraduate and graduate syllabi)*

- e. Is this a General Education course? yes__ no__ n/a__ *(If requesting new general education credit, attach a syllabus and submit Part C of the AP&P proposal form to the Office of General Education)*

- f. Is this a Core Curriculum/Special Designator course? yes__ no__ n/a__ *(If requesting new core/designator credit for continuing students in the old core curriculum, either include here or attach appropriate rationale and justification)*

PROPOSAL FORM -- Part B (For Additions Only)
Academic Policies and Procedures Committee

Complete the following for the proposed new degree or certificate program, concentration, minor, or course:

1. Projected enrollment: 1st year _____ 2nd year _____
2. Projected student clientele:
3. Faculty:
 - a. Additional faculty needed:

 - b. Names of current faculty:

 - c. Other and continuing responsibilities of current faculty involved in new degree or course:
4. For a new degree or certificate program, give the career and/or graduate education opportunities available to students in this program:
5. List estimated costs of the new program or course that cannot be covered by present budget:
6. Has the Library Collection Development Office been consulted? yes___ no___
If yes, list the date(s) and person(s) contacted and their response(s):
7. Resource responsibilities: Has (have) the appropriate dean(s) been consulted in the development of this proposal?
yes___ no___ *If yes, list the date(s) and person(s) contacted and their response(s):*