

Academic Policies and Procedures Committees
PROPOSAL FORM -- Part A

Graduate AP&P

Undergraduate AP&P

Both (Dual-Listed Courses)
Submit simultaneously

<input type="checkbox"/> ADD (Part A & B required) <input type="checkbox"/> DELETE <input type="checkbox"/> CHANGE	Department/Program Proposal # _____ Proposed Effective Date (semester/year) _____
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College or School: _____

Department or Program: _____ Proposer: _____

1. Briefly describe the action(s) requested:

2. Rationale for this request:

3. Required catalog copy and attachments (attach separate sheet if text gets too small to read) :

a. CURRENT and PROPOSED For dual-listed courses, list both undergraduate and graduate catalog copy.

CURRENT:

PROPOSED:

b. SYLLABI are required when adding or making significant changes to courses. *If requesting a new dual-listing, attach undergraduate and graduate syllabi.*

c. PROGRAMS OF STUDY and CATALOG COPY with tracked changes are required for undergraduate or 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 m/d/yyyy
	approved	not approved	not applicable	
Department/Program Curriculum Committee				
Department/Program Faculty				
College Council(s)				
General Education Council				
Teacher Education Council				
Honors Council				
Undergraduate Academic Policies & Procedures Committee				
Graduate Academic Policies & Procedures Committee				

5. Have the Registrar's Office, Graduate School (if applicable), and all affected department chairs/program directors been consulted in the development of this proposal? yes ___ no ___ *If yes, list the date(s), person(s) contacted including title, department/program, and their response(s) in support or opposition to this proposal:*

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 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)*

e. 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)*

7. Distance Education:

a. Does this proposal affect a course or requirement of a Distance Education program? yes ___ no ___ *If yes, has Distance Education been consulted? yes ___ no ___ If yes, list the date(s), Distance Ed contact person, and their response in support or opposition to this proposal:*

b. Mode of delivery: fully online ___ site-based ___

If you are not sure whether a course or requirement of a Distance Education program would be affected or about the mode of delivery, contact the Office of Distance Education.

8. Schedule Type for new or existing courses:

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PROPOSAL FORM -- Part B (For additions only)**

CHOOSE ONE:

Course ___ Certificate ___ Concentration ___ Minor ___ Degree ___

1. If this is a new course, has it been offered as Selected Topics in the last five years? yes___ no___ If so, how often and what were the enrollments each semester it was offered?

2. Projected enrollment: 1st year _____ 2nd year _____
3. Projected student clientele:

4. Faculty:
 - a. Additional faculty needed:

 - b. Names of current faculty qualified to teach the course:

 - c. Other and continuing responsibilities of current faculty involved in new degree or course:

5. For a new degree or certificate program, give the career and/or graduate education opportunities available to students in this program:

6. List estimated costs of the new program or course that cannot be covered by the present budget:

7. Has the Library Collection Development Office been consulted? yes___ no___ *If yes, list the date(s) and person(s) contacted and their response(s):*

8. Resource responsibilities: Has (have) the appropriate dean(s) been consulted in the development of this proposal? yes___ no___ *If yes, list the date(s), name(s) and title(s) of person(s) contacted, and their response(s) in support or opposition to this proposal:*

9. For a new degree or certificate only, was Institutional Research, Assessment, and Planning (IRAP) consulted to develop functional learning goals and outcomes? Attach the goals and outcomes to be published on Academic Affairs' website. *List the person contacted, the date he or she was contacted, and their response(s).*