

## Procedures for Completing AP&P Proposal Forms (Updated 11/7/12)

### Individuals Initiating Proposals

- Discuss the proposal that you have in mind with your department chair or program director, then begin with the **Completing the Forms** section below.
- Submit the form with supporting attachments to your department or program curriculum committee. If your department/program does not have such a committee, submit the materials to your chair/director for consideration at the next department meeting.

### Departments/Programs

- Upon approval at the department subcommittee and full department level, the proposal should be submitted to the appropriate college council.

### Colleges/Schools

- Following approval at the college council level, proposals should be sent to the appropriate councils as needed:
- Council on Teacher Education [www.ced.appstate.edu/facultystaff/committees/cte/](http://www.ced.appstate.edu/facultystaff/committees/cte/)
- Graduate Council [www.graduate.appstate.edu/facultystaff/council/index.html](http://www.graduate.appstate.edu/facultystaff/council/index.html)
- General Education Council [www.generaleducation.appstate.edu/general-education-council](http://www.generaleducation.appstate.edu/general-education-council)
- When each college/school's dean's office has determined that the proposals are ready for submission to the AP&P Committee, a cover memo from the dean's office, along with the approved proposals should be sent to [approposals@appstate.edu](mailto:approposals@appstate.edu) by the appropriate submission date. The cover memo must include the AP&P meeting date and a brief summary/list of the proposals that are ready to be considered for that specific meeting. Each proposal with attachments should be submitted as a single PDF document. Those proposals will then be posted on the AsULearn site for review by members of the AP&P Committee.
- AP&P has established deadlines for receipt of proposals for consideration at each of their meetings. Those deadlines are posted at [www.app.appstate.edu/meeting-dates](http://www.app.appstate.edu/meeting-dates)
- Members of AP&P will receive electronic notification of each posting through AsULearn.

## Completing the Forms

- 1) Forms are located at [www.app.appstate.edu/app-proposal-form](http://www.app.appstate.edu/app-proposal-form)
- 2) Complete Part A (and Part B if necessary) and save your proposal using the **File Naming Protocol** below.
- 3) If you are proposing a new course or course changes that request General Education credit, complete the appropriate Part C form. Part C forms should be sent electronically to the Office of General Education. Send those files as saved PDFs to [generaleducationproposals@appstate.edu](mailto:generaleducationproposals@appstate.edu).
- 4) The proposal is routed from the department/program to the applicable college council.
- 5) Attachments may be kept as separate files while being routed up to the college/school level; however, **once the dean's office has determined that the proposals are ready for AP&P, each proposal with the necessary attachments, must be submitted to AP&P as a single PDF document.** Each proposal will be posted on the AP&P AsULearn site as a new discussion topic.

## File Naming Protocol

The main form (Part A and B) should be named for your college/school and department or program, with the appropriate sequential number. For example, if Global Studies proposes a new course called Global Studies in Africa (GLS 1333) that will carry General Education credit and it is the third proposal that Global Studies has completed in 2010, the file should be saved as UC\_GLS\_2010\_3.pdf. Suggested college/school abbreviations to be used are listed below:

College/School Name	Abbreviation
College of Arts and Sciences	CAS
College of Business	COB
College of Education	COE
College of Fine and Applied Arts	FAA
College of Health Sciences	HS
School of Music	MUS
University College	UC
Graduate School	GRAD
Honors College	HON