

AP&P Approval Process

rev. 2.10.2017

Individuals Initiate Proposals

- Discuss the proposal that you have in mind with faculty in your area, your department chair, or program director before you begin completing AP&P forms.
- Both the Undergraduate and Graduate AP&P Committees require proposers to consult with the Registrar's Office, Distance Education, and Graduate School (when applicable) prior to submission of proposals.
- 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.

Department/Programs/College/School Approvals

- Upon approval at the department subcommittee and full department level, the proposal should be submitted to the appropriate college curriculum committee/council/dean's office.

Additional Approvals

Proposals may require additional approvals at the appropriate councils:

- Council on Professional Education
- General Education Council ~~www-~~
- Honors Council

AP&P Submission

- Once the proposal is approved by all appropriate councils, the proposal should be submitted by the dean's office to either the Undergraduate or Graduate AP&P Committee by the deadlines.
- Dual-listed courses should be submitted ~~simultaneously~~ to both Undergraduate and Graduate AP&P.

Review Process

- Proposals will be screened carefully. ~~prior to the AP&P meetings~~. If there are questions or concerns at that time, the department chair will be contacted regarding the proposals in question.
- The proposals will then be posted to AsULearn for review by members of the respective AP&P Committees.
- Undergraduate AP&P only: Questions/comments can be posted on AsULearn to resolve any issues before the UAP&P meetings.

- Graduate AP&P only: A representative from the program (typically the department chair or program director) should be present at the Curriculum Subcommittee meeting of Graduate AP&P to answer any questions from the Committee.

AP&P Committee Meetings

- A representative from the dean's office and department/program should be in attendance at the AP&P meeting for which proposals were submitted to answer any committee member questions.

Provost Approval

- Following the approval of either/both AP&P Committees, the final committee minutes must be approved by the Provost prior to any further action.

UNC-GA and SACSCOC Approval

- Following the approval of the Provost, Academic Affairs will submit to UNC-GA and SACSCOC any changes needing additional approvals/notifications.