

Part A (Required for all actions)**Top of Form A**

- Add, Delete and Change – All new courses and programs that are ADDED must also include Form B.
- Department/Program Proposal # - refer to “File Naming Protocol”
- Proposed Effective Date -- will always be Fall of the following year, provided the proposal is approved by the February meeting.

1. Action Requested

- Describe the action(s) requested briefly and concisely.
- If *changing* a course, please elaborate on how this course is being changed (i.e., course description, credit hours, course title, prerequisites or course numbers.) If major changes are proposed, the existing course should be deleted and a new course added.

2. Rationale

- Indicate the need for the proposed action and give a basis on which AP&P can assess its impact on the university. If deleting a required course or a program, indicate clearly what will take its place or why the course or program is no longer necessary.

3. Required Catalog Copy and Attachments

- Required attachments: For all actions, include the current and proposed catalog description, including course number, title, semester hours credit and course description.
- For courses with dual listing, provide both undergraduate and graduate course information.
- When adding a course or making significant changes to a course, please include the syllabus.
- When adding or revising degree programs (majors, minors, concentrations, certificates or Second Academic Concentrations) include the marked up copy of the programs of study.
- When adding or revising catalog copy include the marked up copy of the Bulletin changes.

4. Proposal Approval Process

- Indicate the action (approved, not approved, or not applicable) for each committee, council, or other group(s), as well as the date the action was taken.

5. Consultation/Contacts

- The Registrar’s Office, Graduate School (if applicable), and all affected department chairs/program directors should be consulted early in the development of proposals.
- Document date, name, title and their response in support or opposition.

6. Existing Programs

- a) List any existing programs or courses that will be curtailed due to the proposed action.
- b) Provide course number(s), and title(s) for any courses in other departments/areas that may cover some or all of the subject matter of the proposed new course. Contact and discussion with these departments/areas is an important and mandatory step in the proposal development.
- c) If the course is cross-listed with another department/area, specify department(s) and course number(s). Contact and discussion with these departments/areas is an important and mandatory step in the proposal development.
- d) If requesting general education credit, attach a syllabus and submit the appropriate Part C of the AP&P Proposal Form to the Office of General Education. {New courses are required to go to the General Education Council and to the Undergraduate AP&P Committee. Proposals for adding General Education credit to existing courses (with no additional changes to the course) only require General Education Council approval and do not need to be submitted to the Undergraduate AP&P Committee.
- e) 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

- Document date, name, position, and their response in support or opposition.

8. Schedule Type

- Select the appropriate schedule type for new and existing courses. Contact the Registrar's Office for further information.

Part B (Required for all additions)

Choose the appropriate radio button for a proposed new course, certificate, concentration, minor or degree.

1. Previous Offerings

- Faculty are encouraged to offer new courses as Selected Topics prior to requesting additions to the bulletin(s).
- If applicable, include details about course enrollment and semesters offered.

2. Projected Enrollment

- Indicate projected enrollment for the first and second year.

3. Projected Student Clientele

- Indicate projected student clientele and include the basis for estimating clientele.

4. Faculty requirements

- a. Both additional faculty and current faculty requirements should be stated in terms of full-year positions. List the number of additional faculty needed to support the proposed changes. If additional faculty are needed, are the positions already funded and allocated to your department? If not, how will the additional work be covered?
- b. List the names of the current faculty qualified to teach the course.
- c. What changes in present faculty responsibilities will be necessary? List current responsibilities of those involved and cite the sources of this information and corresponding research.

5. Opportunities

- If proposing a new degree or certificate program, give the career and/or graduate education opportunities available to students in this program.
- Contact the Office of the Graduate Studies for information required for new graduate certificates.

6. Costs

- Detail estimated costs of the new program or course and cite the sources of this information.

7. Library Consultation

- Indicate if the Library Collection Management Services was consulted. If not, explain why. If yes, document date, name, and response.

8. Dean's Office Consultation

- Resource responsibilities: Document date, name, title, and their response in support or opposition.

9. IRAP

- Document date, name, position, area, and support or nonsupport.
- For new degrees or certificates, consult with IRAP concerning learning goals and outcomes.

Additional Information

Additional information, resources, and forms can be found on the Academic Policy & Procedures website.

<http://app.appstate.edu/>

<http://app.appstate.edu/app-proposal-forms>