

General Instructions for the AP&P Proposal Form (Parts A and B)

Effective Date Policy: Proposals for changes in academic policies, procedures, courses and programs to become effective for the following fall term must reach the AP&P Committee for consideration and possible recommendation for approval **no later than its regularly scheduled February meeting**. Proposals for significant changes seeking positive recommendations in the fall term to become effective in the following spring term must reach the AP&P Committee **no later than its last meeting of the spring semester**.

Part A (Required for all actions)

1. Describe the action(s) requested briefly and concisely.
If you are requesting the addition of a new course or a new degree program, completion of Part B of this form is required.
Requests for deletions or changes do not require the completion of Part B. If *changing* a course, please elaborate on how this course is being changed (i.e., course content, credit hours, course title, prerequisites or moving course level from lower to upper division or from upper to lower division). If major changes are proposed, the existing course should be officially *deleted* and a new course *added*.
2. 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 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 materials for the proposed course. When making significant changes to a course, please include syllabi. When adding or revising degree programs or concentrations, include current and proposed CHECKSHEETS for undergraduate degree changes; and PROGRAM OF STUDY FORMS or GRADUATE CATALOG COPY for graduate degree changes.
4. Indicate the action (approved, not approved, or not applicable) for each committee, council, or other group(s), as well as the date action was taken.
5. The Registrar's Office and appropriate department chairs should be consulted in the development of proposals. Specify the date(s) and person(s) contacted as well as their support or nonsupport of the proposal.
6.
 - 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 that may cover some or all of the subject matter of the proposed new course.
 - c. If the course is cross-listed with another department, specify department(s) and course number(s).
 - d. If requesting a new dual-listing, attach both graduate and undergraduate syllabi. (Both syllabi are required for changes to existing courses when extensive changes are being proposed for those courses.)

- e. 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 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 AP&P Committee.
- f. Indicate if this is an existing core curriculum/special designator course, or if this proposal is requesting new core/designator credit for continuing students in the old core curriculum, attach appropriate rationale and justification.

Part B (Required for all additions)

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

1. Indicate projected enrollment for the first and second year.
2. Indicate projected student clientele and include the basis for estimating clientele.
3. Indicate anticipated 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 who will be impacted by the proposed changes.
 - 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.
4. If proposing a new degree or certificate program, give the career and/or graduate education opportunities available to students in this program.
5. Detail estimated costs of the new program and cite the sources of this information.
6. Indicate if the Library Collection Development Office was consulted. If not, explain why. If yes, list the date(s) and person(s) contacted as well as their responses.
7. Resource responsibilities: Indicate if the appropriate dean or deans have been consulted and include their responses.

(Revised September 10, 2010)