Academic Policies and Procedures Committees
PROPOSAL FORM -- Part A

__ Graduate AP&P   __ Undergraduate AP&P   __ Both (Dual-Listed Courses)
                                                                         Submit simultaneously

__ ADD (Part A & B required)	Department/Program Proposal # _____
__ DELETE	
__ CHANGE	Proposed Effective Date (semester/year) _____

College/School: _____ Dean: _____

Department/Program: _____ Dept. Chair/Prog. Dir: _____

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.

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. Is this program being offered through Distance Education? 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, contact the Office of Distance Education.

8. Schedule Type for new courses: