

**Academic Policies and Procedures Committees**  
**PROPOSAL FORM -- Part A**

<input type="checkbox"/> Graduate AP&P <input type="checkbox"/> Undergraduate AP&P <input type="checkbox"/> Both (Dual-Listed Courses) Submit simultaneously	Department/Program Proposal # _____ Proposed Effective Date: FALL (year) _____
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College/Unit \_\_\_\_\_ Assoc. Dean \_\_\_\_\_ Proposer(s) \_\_\_\_\_

Department/Program \_\_\_\_\_ Chair \_\_\_\_\_

1. I want to: \_\_\_\_\_ Briefly describe the action(s) requested:

2. Rationale for this request:

3. a. List the current catalog copy (attach separate sheet if more space needed.)

b. List the proposed catalog copy (attach separate sheet if more space needed.)

c. Other REQUIRED attachments: see **General Instructions**



7. Is this a cross-listed course in another department? yes \_\_\_ no \_\_\_ n/a \_\_\_ (If yes, list the cross-listed courses:)
8. 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)
9. Distance Education:
- a. Does this proposal affect a course or requirement of a Distance Education program? 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.
10. Schedule Type for new courses: