

# Academic Policies and Procedures Committees

## PROPOSAL FORM -- Part A

Graduate AP&P  Undergraduate AP&P  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 (including dual- or cross-listed information, if applicable). Attach separate sheet if more space needed.

b. List the proposed catalog copy (including dual- or cross-listed information, if applicable). Attach separate sheet if more space needed.

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



7. If changing a course number or adding a course, is the proposed course equivalent to an existing course in Banner?  
 yes \_\_\_ no \_\_\_ n/a \_\_\_ (If yes, list the existing and proposed equivalent course below)

Existing Course		Proposed Course	
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8. Is this a General Education course? yes \_\_\_ no \_\_\_ n/a \_\_\_ (If requesting new general education credit, submit Part C of the AP&P form with an attached syllabus to the Office of General Education)

9. App State Online:

- a. Does this proposal affect a course or requirement of a distance education program? yes \_\_\_ no \_\_\_ If yes, has App State Online been consulted? yes \_\_\_ no \_\_\_ If yes, list the date(s), App State Online 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 App State Online.