

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.

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PROPOSAL FORM -- Part B (For additions only)

SELECT ONE: Course aa" Egtwlecvg aa Concentration __ Minor __ Degree __

1. If this is a new course,
 - a. Has it been offered as Selected Topics in the last five years? yes __ no __ If so, how often and what were the enrollments each semester it was offered?

 - 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:)

2. Projected enrollment: 1st year _____ 2nd year _____

3. Projected student clientele:

4. Faculty:
 - a. Additional faculty needed:

 - b. Names of current faculty qualified to teach the course:

 - c. Other and continuing responsibilities of current faculty involved in new degree or course:

5.
 - a. For a new degree, attach the *Letter of Intent* submitted to UNC System Office.
 - b. For a new graduate certificate program, attach the *Proposing a New Graduate Certificate* form.
 - c. For a new undergraduate certificate program, attach an explanation of the career and/or graduate education opportunities available to students.

6. List estimated costs of the new program or course that cannot be covered by the present budget:

7. Contact your department's Library Liaison. *List the date, person contacted, and their response.*
([Click here for a list of Library Liaisons.](#))

8. Resource responsibilities: Has (have) the appropriate dean(s) been consulted in the development of this proposal?
yes__ no__ If yes, list the date(s), name(s) and title(s) of person(s) contacted, and their response(s) in support or opposition to this proposal:

9. For a new degree or certificate only, consult Institutional Research, Assessment, and Planning (IRAP) to develop functional learning goals and outcomes. Attach the goals and outcomes to be published on IRAP's website. List the date, person contacted, and their response. Examples of outcomes are found here.

10. If the course being proposed is not designated as an Internship (INT), Practicum (PRA), Field Experience (FLD), Clinical (CLN) or Student Teaching (ST) experience, but students will be applying their skills in an experiential manner such as providing professional advice to community members or working directly with minors, has General Counsel been consulted regarding liability? yes__ no__ n/a__

11. For new course, select schedule type: