**AP&P Form: Timeline and Directions for Adding a New Course**

Curriculum should be developed by the faculty within the academic departments, using the process established within the department for approval.

Several steps should be completed while the proposal is being developed in the program or department, **before** it is sent to the next approval level at the School or College.

1) Complete the following portions of the Proposal Form – You will need both Form A and B.

* Form A Item 1: Indicate the prefix, title, and proposed number of the new course; include any programs of study that will specifically list the course as a requirement or elective, and refer to the APP proposal that changes the impacted program of study listing.
* Form A Item 2: Provide a rationale for the addition mentioned in Item 1.
* Form A Item 3: Provide a proposed bulletin description (use N/A for current). Notes: Be sure to clearly identify any prerequisites, semester of offering, dual-listing, cross-listing, S/U grading, etc., using standard language.
* Form A Item 4: Be sure to attach a syllabus for the course. If the course is to be dual-listed, clearly indicate the increased rigor that will be included in the graduate version along with clear indications of how it will be assessed.
* Form A Item 6: (a) List all courses impacted by the addition, including all courses to which the proposed course will be added as a prerequisite or corequisite. List all programs that will include the course as a required course or elective. (b) Contact all department chairs/program directors who offer courses that would be directly impacted, e.g., a course listed as a prerequisite for this new course.
* Form A Item 9: If applicable, indicate if any existing courses will be considered equivalent to the new course.
* Form B Items 1-4
* Form B Item 10: Select the appropriate schedule type for the new course. See <https://policy.appstate.edu/Credit_Hours> for more information.
* Form A Item 10:
	+ (10a) New general education courses must be vetted through the Office of General Education. If this course is not an undergraduate course to be proposed for general education, check “does not apply.”
	+ (10b) For new courses in which students may interact with individuals outside of the university community, there may be additional training or notification necessary to ensure compliance with safety or other legal requirements. If the course will not involve contact with non-university community, check “does not apply.”
	+ (10c) This section does not apply to individual courses – check “none of the above.”

Refer to the APP proposal development site for a current list of contacts for General Education (10a), General Council (10b), Conference and Event Services (10b), SACSCOC Liaison (10c), and/or Director of State Compliance and Program Operations (10c). <https://app.appstate.edu/proposal-development>

2) Once the above items are complete:

* Contact your library liaison and record the response in Form B Item 7.
* Send your proposal to Eric Berry in the Registrar’s Office, and if a proposal involves a graduate or dual-listed course also send to Ross Gosky in the Graduate School. Hold the proposal pending the response(s) and record the response in Form A Item 5.
* Record responses from all individuals contacted for Form A Items 6 and 10.
* Complete the departmental approval process, noting dates in Form A Item 7. Mark as N/A any committees or councils who do not need to act on the proposal. Cross listed courses (i.e., prefixes from multiple departments) should include approval from both departments involved.

3) Send the proposal to the College or School for consideration. Please pay particular attention to timing of meeting dates for each committee or council that must review your proposal. All proposals approved at or before the February APP or GAPP meeting can be effective in the Fall of the same calendar year. Delays beyond February will cause an effective term of Fall in the next calendar year.

<https://app.appstate.edu/undergraduate/meeting-datesdeadlines>