**AP&P Form: Timeline and Directions for Changing an Existing 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:

* Form A Item 1: Indicate the prefix, title, and number of the course to be changed; be specific about what is changing (prerequisites? grading scheme? bulletin description? number of hours?). If several courses are changing complete a form for each course.
  + *Important note for changes to courses that are listed on a program of study: Please submit a separate proposal to change the program of study UNLESS the revised course is equivalent in every way (number of hours, position in the program, curent course can automatically substitute for the revised course on the program, etc.). Be sure to note this equivalence in Item 1.*
* Form A Item 2: Provide a rationale for the changes mentioned in Item 1.
* Form A Item 3: Provide a current bulletin description and a proposed bulletin description. Be sure to include prerequisites and, if appropriate, standard dual-listing, cross-listing, and/or S/U grading wording.
* Form A Item 6: (a) List all courses impacted by the change, including all courses for which the changed course is a prerequisite or corequisite (These other courses need to be changed through an APP proposal if the prefix, number or title is changing). List all programs that include the course as a required course or elective (These programs will need to be changed through an APP proposal if the prefix, number, title or number of hours is changing). (b) Contact all department chairs/program directors who offer courses or programs that would be directly impacted, e.g., a program that includes the course or a course listing the course as a prerequisite.

2) Once the above items are complete:

* 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 Item 6.
* 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>