**AP&P Form: Timeline and Directions for Changing or Deleting a Program of Study (Major and/or Concentration)**

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 name and code for the program to be changed or deleted. For programs with several concentrations list all concentrations impacted. Provide a list briefly describing the nature of the changes. Are courses being added or deleted from the program? Are course prefixes, numbers or names changing? Is the number of required hours changing? Are concentrations being added or deleted?
* Form A Item 2: Provide a rationale for the changes mentioned in Item 1.
* Form A Item 3: Indicate N/A in both spaces; this item is only used for course additions and changes.
* Form A Item 4: Attach a copy of the most recent program of study from the bulletin and mark up all changes. Be sure that the course prefixes, titles, and hours are correct and that the overall hours total correctly.
* Form A Item 6: (a) List all courses and programs of study impacted by the change. Be sure to search the most recent bulletin. (b) Contact all department chairs/program directors who offer courses or programs that would be directly impacted.
* Form A Item 10:
	+ (10a) and (10b) apply to courses, check “does not apply.”
	+ (10c) If the program change will involve addition of more than 25% new content not offered before by any program at Appalachian or changes the mode or location of instruction, be sure to contact the appropriate individuals. Otherwise 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:

* 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. Programs shared across two departments (i.e., dual graduate degrees) 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>