**AP&P Form: Timeline and Directions for Deleting 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 deleted; include any programs of study that list the course as a requirement or elective, and refer to the accompanying proposal that changes the impacted program of study listing. If several courses are being deleted, submit a separate proposal for each one.
* Form A Item 2: Provide a rationale for the deletion mentioned in Item 1.
* Form A Item 3: Provide a current bulletin description (use N/A for the proposed description).
* Form A Item 6: (a) Search the current bulletin (both undergraduate and graduate since undergraduate courses may be listed as prerequisites for graduate courses). List all courses impacted by the deletion, including all courses for which the deleted course is a prerequisite or corequisite (These courses will need to be changed through an APP proposal). List all programs that include the course as a required course or elective (These programs will need to be changed through an APP proposal). (b) Contact all department chairs/program directors who offer courses or programs that would be impacted based on the search from part (a).

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>