

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. Course additions, deletions or changes.

a. Current Bulletin copy:

b. Proposed Bulletin copy; be sure to include all prerequisites:

4. Required Attachments:

- For changes to existing programs of study or policies: marked up current Bulletin copy showing revisions.
- For new programs of study or policies: proposed bulletin copy and AP&P Form B.
- For new courses: a syllabus and AP&P Form B.

5. Contact and share the proposal with the **Registrar's Office** and (for graduate proposals) the **Graduate School** early in the proposal development.

Area	Person Contacted	Review Comments	Date of Comments m/d/yyyy
Registrar's Office			
Graduate School			

6. For Course and Program of Study changes and additions:

a. Search the current online bulletin for courses and programs of study affected by this proposed change, including any in your own department. List each course and program in the appropriate table below or, if applicable, choose none. Attach a separate list if necessary.

None	Course(s) Affected (number & title)

None	Program(s) Of Study Affected (program code & title)

b. List all affected **department chairs/program directors** (including those from 6a as well as those whose programs may be impacted in ways other than listed above) who have been consulted in the development of this proposal and their response in support or opposition to the proposal. Use of another unit's course requires approval from that unit.

Name	Department/Program	Response	Date of Response m/d/yyyy

7. List the **committees, councils, and other groups** that have considered this proposal; the action taken; and the date that action was taken. For courses or programs administered by multiple departments and/or colleges (cross-listed, dual-degree, etc.), use the blank lines to record actions for all impacted units. Note that all of the above consultations should occur before submission to the school or college council.

Area	Action			Date of Action m/d/yyyy
	approved	not approved	not applicable	
Department/Program Faculty (undergraduate)				
Department Graduate Faculty (graduate)				
2nd Department (dual-degree or cross-listed)				
College Council(s)				
2nd College Council (dual-degree or cross-listed)				
General Education Council				
Professional Education Council				
Departmental Honors Program Council				
Honors College Council				
Undergraduate Academic Policies & Procedures Committee				
Graduate Academic Policies & Procedures Committee				

8. If a policy change or deletion is requested, list all units or groups who were consulted in development of this proposal. List the person(s) and date contacted and their response.

9. **Course Equivalency.** If changing a course prefix or number, or adding a new 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

10. **Course designations and compliance requirements.** Please review the following.

a. **General Education.** Check one.

The proposal requests the addition of general education credit to a new or existing course. Submit AP&P proposal form Part C to the Office of General Education. List date on which Part C was submitted.

The proposal impacts an existing general education course. Contact the Office of General Education to determine if other action is needed; indicate the person contacted and the date:

Does not apply.

b. **Experiential learning** in courses other than established courses with schedule type: Internship, Practicum, Field Experience, Clinical, or Student Teaching. Check all that apply.

The proposal involves a course in which students may provide professional services or advice to community members. Note that in these courses, a person with the appropriate credentials must be assigned supervisory responsibility and the liability insurance student fee may be required. Contact the Office of General Council to determine if other action is needed; indicate the person contacted, their response, and the date:

The proposal involves a course in which students will have an opportunity to interact with minors. Note that in these courses, students and instructors may need to complete additional training and provide additional materials. Contact Conference and Event Services; indicate the person contacted, their response, and the date:

Does not apply.

c. **Significant changes to content, location or mode of instruction.** Check all that apply.

The proposal involves a degree or certificate program that includes the addition of more than 25% new content not offered by any existing programs at the institution. Additional accreditation documentation may be required. Contact the SACSCOC Liaison; indicate the person contacted, their response, and the date:

The proposal involves a degree or certificate program that includes or increases the amount of online content to 50% or more of the program. Additional accreditation documentation may be required. Contact the SACSCOC Liaison and the Director of State Compliance & Program Operations; indicate the persons contacted, their response, and the date:

The proposal involves offering a degree or certificate program at a site other than on the main campus, either fully or partially in person. Contact the Director of State Compliance & Program Operations; indicate the person contacted, their response, and the date:

None of the above.