Academic Policies and Procedures Committees PROPOSAL FORM -- Part A

Graduate AP&P	
Undergraduate AP&P	Department/Program Proposal #
_	Proposed Effective Date: FALL (year)
Both (Dual-Listed Courses) Submit simultaneously	
ollege/Unit Assoc.	Dean Proposer(s)
epartment/Program	Chair
I want to:	Briefly describe the action(s) requested:
Rationale for this request:	
For additions/changes to course List the current Bulletin copy (in	s: cluding dual- or cross-listed information, if applicable). Attach separate sheet if more space is neede

4. **Attachments**: For additions/changes to programs of study or policy, attach marked up program of study or Bulletin copy showing revisions. For new courses, attach syllabus.

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5. List the committees, councils, and other groups that have considered this proposal; the action taken; and the date that action was taken.

Area	Action		Date of Action	
	approved	not approved	not applicable	m/d/yyyy
Department/Program Faculty (undergraduate)				
Department Graduate Faculty (graduate)				
College Council(s)				
General Education Council				
Professional Education Council				
Honors Council				
Undergraduate Academic Policies & Procedures Committee				
Graduate Academic Policies & Procedures Committee				

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

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

7.	For	Course and	Program	of Study	changes	and additions:
, .	1 01	Course and	I I O SI WIII	or state	onanges.	and additions.

a. Please 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. (Click here for instructions on searching Online Bulletin.)

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

b. List all affected department chairs/program directors (including those from 7a 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

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AP&P PROPOSAL FORM -- Part A (continued)

8.	If a policy change or deletion is requested, li List the person(s) and date contacted and the		o were consulted in deve	elopment of this proposal.	
9.	If changing a course number or adding a course no n/a (If yes, list the ext			sting course in Banner?	
	Existing Course	Proposed Course			
10.	. Is this a General Education course? yes new general education credit, you must subm	no n/a] nit Part C of the AP&P p	If yes, consult the Offi roposal form to the Offi	fice of General Education. (NOTE: If requesting ce of General Education.)	
11.	1. a. Does this proposal affect a course or requirement of an AppState Online or Distance Education program? yes no If yes, what is the mode of delivery? fully online site-based (includes hybrid) If yes, contact AppState Online (online@appstate.edu) and Site Management and State Authorization (stateauthorization@appstate.edu). List the date, the person(s) contacted, and the response.				
12.	(CLN) or Student Teaching (ST) experie	ence, but students will pers or working directly	be applying their skill	racticum (PRA), Field Experience (FLD), Clinical Is in an experiential manner such as providing eneral Counsel been consulted regarding liability?	

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Academic Policies and Procedures Committees PROPOSAL FORM -- Part B (For additions only)

If this is a new course,			
a. Has it been offered as Selected Topics in the las enrollments each semester it was offered?	st five years? yes 1	no If so, how oft	en and what were the
b. Are there courses from other departments that n course? yes no (If yes, list course numbe	nay cover or partially covers and titles:)	over the subject mat	ter of the proposed new
Projected enrollment: 1st year	2nd year		
Projected student clientele:			
Faculty: a. Additional faculty needed:			
b. Names of current faculty qualified to teach the	course:		
c. Other and continuing responsibilities of curren	nt faculty involved in ne	w degree or course:	
a. For a new degree, attach the <i>Letter of Intent</i> sub	bmitted to UNC System	n Office.	
b. For a new graduate certificate program, attach	the <i>Proposing a New G</i>	raduate Certificate	form.
c. For a new undergraduate certificate program, a available to students.	ttach an explanation of	the career and/or gr	aduate education opportunities
List estimated costs of the new program or course	e that cannot be covered	by the present budg	get:
		ill be available. Lis	t the date, person contacted, and
	b. Are there courses from other departments that recourse? yes no (If yes, list course number Projected enrollment: 1st year Projected student clientele: Faculty: a. Additional faculty needed: b. Names of current faculty qualified to teach the c. Other and continuing responsibilities of current a. For a new degree, attach the Letter of Intent sull b. For a new graduate certificate program, attach c. For a new undergraduate certificate program, a available to students. List estimated costs of the new program or course Contact your library liaison to assure adequate library contact your library liaison to assure adequate library liaison liai	b. Are there courses from other departments that may cover or partially of course? yes no (If yes, list course numbers and titles:) Projected enrollment: 1st year 2nd year Projected student clientele: Faculty: a. Additional faculty needed: b. Names of current faculty qualified to teach the course: c. Other and continuing responsibilities of current faculty involved in new a. For a new degree, attach the Letter of Intent submitted to UNC System b. For a new graduate certificate program, attach the Proposing a New G. c. For a new undergraduate certificate program, attach an explanation of available to students. List estimated costs of the new program or course that cannot be covered. Contact your library liaison to assure adequate library resources are or w.	b. Are there courses from other departments that may cover or partially cover the subject mat course? yes no (If yes, list course numbers and titles:) Projected enrollment: 1st year 2nd year Projected student clientele: Faculty: a. Additional faculty needed: b. Names of current faculty qualified to teach the course: c. Other and continuing responsibilities of current faculty involved in new degree or course: a. For a new degree, attach the Letter of Intent submitted to UNC System Office. b. For a new graduate certificate program, attach the Proposing a New Graduate Certificate c. For a new undergraduate certificate program, attach an explanation of the career and/or gravailable to students. List estimated costs of the new program or course that cannot be covered by the present budge. Contact your library liaison to assure adequate library resources are or will be available. List

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8.	Contact the appropriate dean(s) affected by the development of this proposal to assure adequate resources are or will be available. List the date(s), person(s) contacted, and their response(s).
9.	For a new degree or certificate only, consult Institutional Research, Assessment, and Planning (IRAP) to develop functional learning goals and outcomes. Attach the goals and outcomes to be published on IRAP's website. List the date, person contacted, and their response. Examples of outcomes are found here.
10.	If the course being proposed is not designated as an Internship (INT), Practicum (PRA), Field Experience (FLD), Clinical (CLN) or Student Teaching (ST) experience, but students will be applying their skills in an experiential manner such as providing professional advice to community members or working directly with minors, has General Counsel been consulted regarding liability? yes n/a
11	For new course, select schedule type:

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