

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. For additions/changes to courses:

a. List the current Bulletin copy (including dual- or cross-listed information, if applicable). Attach separate sheet if more space is needed.

b. List the proposed Bulletin copy (including dual- or cross-listed information, if applicable). Attach separate sheet if more space is needed.

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.

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. If changing a course number or adding a 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. Is this a General Education course? yes ___ no ___ n/a ___ If yes, consult the Office of General Education. (NOTE: If requesting new general education credit, you must submit Part C of the AP&P proposal form to the Office of General Education.)

11. 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. If the schedule type is being updated and 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 ___
If yes, list the date, the person contacted, and the response.

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: