MINUTES OF THE MEETING
OF THE UNDERGRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
April 19, 2021

The Undergraduate AP&P Committee met on Monday, April 19, 2021 at 4:00 p.m. via Zoom.

Committee members present: Dr. Jon Beebe, Dr. Christina Hayes, Dr. Jeff Hirst, Dr. Susan Lappan, Dr. Steve Leon, Dr. Ellen Cowan, Dr. Courtney McGahee, Mr. Jason Miller, Dr. Tanga Mohr, Dr. Lisa Poling, Dr. Manan Roy, Dr. Shannon Shanely, Dr. Teressa Sumrall, Mr. John Wiswell, Mr. Brayden Benkiel-Robinson, Mr. Jay Gibson

Committee members excused: Dr. C. A. Debelius

Committee members not excused:

At 4:00 p.m., Tanga Mohr called the meeting to order.

Approval of Minutes
        January 20, 2021

VOTE 1 – To approve the minutes from the January 20, 2021 meeting - PASSED

        February 3, 2021

VOTE 2 – To approve the minutes from the February 3, 2021 meeting - PASSED

Announcements/FIOs
        ·   FIO - Semester Offerings Changes
                HCM 3630 changed from Fall; Spring to Fall
                HCM 4630 changed from Fall to Fall; Spring
                HPE 3010 changed from Summer Session to Fall; Summer Session
                HPE 3020 changed from Fall; Spring to Fall; Summer Session
                HPE 3030 changed from Summer Session to Spring; Summer Session
                HPE 4002 changed from Fall; Spring to Spring; Summer Session
                HPE 3100 changed from Fall; Spring to On Demand
                PH 3100 changed from Fall; Spring to On Demand

        ·   FIO - General Education Council met on March 26, 2021. The memo of actions is at
            the end of the minutes.

Subcommittee
        ·   AP&P Joint Subcommittee Recommendations
            The marked-up version of the AP&P Manual is at the end of the minutes.

VOTE 3 – To approve the recommendations from the AP&P Joint Subcommittee - PASSED

New Business (Total 2)
        College Arts and Sciences (1)
        Student Government Association (1)

Mark Bradbury presented a proposal from the College of Arts and Sciences for the Department of Languages, Literatures, and Cultures.

The proposal from the Department of Languages, Literatures, and Cultures was approved as follows: (Effective: Fall 2022)

U_CAS_LLC_2020_11	Change the title, course description, and prerequisite statement of **SNH 3035 – Spanish Phonetics and Diction (3) to read as follows:** SNH 3035 - Spanish Phonetics and Phonology (3) When Offered: Fall; Spring Linguistic study of the sound system of Spanish, including transcription using the International Phonetic Alphabet, phonological rules and processes, and regional and social variation in pronunciation. Prerequisite: SNH 2006 or SNH 2010, or permission of the instructor. Required for majors.

VOTE 4 – To approve the proposal from the Department of Languages, Literatures, and Cultures - PASSED

Mark Ginn presented the proposal from the Student Government Association (SGA)

The proposal from the Student Government Association was not approved.

U_SGA_2020_2	The ASU SGA recommends that the enhanced Pass/No-Credit policy be adopted for the Spring 2021 semester. (AP&P Proposal attached)

Call to question
VOTE 5 – To call the question - PASSED

VOTE 6 – To approve the proposal from the Student Government Association - FAILED

Old Business

Other

Adjournment

VOTE 7 – To approve the motion to adjourn - PASSED

UNDERGRADUATE ACADEMIC POLICIES AND PROCEDURES COMMITTEE
April 19, 2021
(Vote totals vary based on the number of members present for the vote.)

VOTE 1 – 14 YES

VOTE 2 – 14 YES

VOTE 3 – 15 YES; 1 ABSTAIN

VOTE 4 – 16 YES

VOTE 5 – 13 YES; 2 NO; 1 ABSTAIN

VOTE 6 – 7 YES; 9 NO

VOTE 7 – 15 YES

The recommendations from the April 19, 2021 Undergraduate Academic Policies and Procedures Committee meeting are approved.

Heather Norris   *4/21/2021*

Heather Norris   Date
Interim Provost and Executive Vice Chancellor

TO: AP&P
FROM: Ted Zerucha, Director, General Education
DATE: April 5, 2021
RE: General Education Council meeting – March 26, 2021

The General Education Council met for its regularly scheduled meeting on March 26, 2021 via Zoom. The following actions were taken:

<u>**VOTE 1**</u>: Approval of January 2021 minutes
                Yes: 13   No: 0   Abstain: 0   ***Minutes approved as written.***

<u>**VOTE 2**</u>: Approval of the rubric for Gen Ed Goal 4 – Understanding Responsibilities of Community Membership as presented
                Yes: 13   No: 0   Abstain: 0   ***Motion carried. Form approved.***

<u>**FIO** – ***effective Fall 2021:***</u>
  CI/SPE 4900, Student Teaching (Senior Capstone), change prefix to **EDU 4900**

AP&P Manual
Appalachian State University

Revised for 2021-2022 (ver. 2 – April 2021)
(after Provost approved 2020-2021 changes)

Table of Contents

Academic Policies and Procedures (AP&P) Committees

AP&P Committees Summary

Complete information about the memberships of university committees (including Graduate and Undergraduate AP&P Committees), reporting, and areas of responsibility are outlined in the *Faculty Handbook* (§7.3.4.8 and §7.3.4.14).

AP&P Joint Subcommittee

A Joint Subcommittee consisting of representatives from both Undergraduate and Graduate Academic Policies and Procedures (AP&P) Committees will be tasked with considering and recommending changes to the *AP&P Manual*, AP&P proposal forms, and AP&P procedures.

The Joint Subcommittee will include a minimum of two representatives each from the Undergraduate and Graduate AP&P committees; the University Registrar and Associate Registrar; the Undergraduate AP&P Specialist; and a representative from the School of Graduate Studies. The chairpersons of Undergraduate AP&P and Graduate AP&P will co-chair the Joint Subcommittee. Meetings will be called on an as-needed basis.

Changes recommended by the Joint Subcommittee must be approved by both AP&P Committees.

AP&P Operating Procedures

1. Proposals to be presented to an Academic Policies and Procedures (AP&P) committee must be submitted using the approved proposal forms available on the AP&P website.

2. Proposals to be considered by an (AP&P) committee must be agenda-ready and submitted prior to the published due date (approximately twenty-five [25] calendar days prior to the scheduled meeting). The AP&P committees will send the agenda to the entire faculty at least six (6) working days prior to a scheduled meeting, according to *Faculty Handbook* guidelines.

3. The proposal author, department chair, or dean's office should consult with any department(s) or unit(s) that may be affected by the proposal prior to submission. This includes proposals that originate from a Council, a student government association, or the Faculty Senate.

4. Committee members, deans' offices, authors, department chairs, faculty and students should provide feedback and inquiries on the AP&P AsULearn forum to address proposal concerns prior to committee meetings when appropriate and possible.

5. A quorum for the transaction of business shall consist of two-thirds majority of the voting members of the committee.

6. The order of consideration of proposals before the committee shall be rotated among the colleges and schools.

7. Committee meetings are limited to two hours in length unless a vote to extend is passed. In the event of a backlog of committee business, a second meeting will be called for that month.

8. Voting on proposals/motions is by voice vote or by a show of hands. Proxy representation and absentee voting for the purpose of voting on proposals under consideration is NOT permitted. Proposal/motion decisions shall be by a simple majority of the verbal or show of hands votes cast.

9. The chairs of the AP&P committees shall be elected from the voting membership. The chairs are elected in the first Fall semester meeting by the voting members. The chairs retain their right to vote on proposals/motions. The term of chair is for one year and is renewable. The chair is eligible to receive one-quarter reassigned time per semester.

Primacy of Academic Governance over Academic Curriculum and Instruction

Faculty Handbook Academic Governance Summary

The basic and most important unit in determining curricula is the academic department.

Each department/academic unit and college/school shall have a curriculum committee to carefully consider changes to courses, programs, policies, or structures within or affecting the academic unit. All academic units should develop and implement plans for involving students in academic governance at the departmental level.

In addition, the General Education Council, Honors Council, and Teacher Education Council shall each carefully consider changes to curriculum, policies, programs, or structures within or affecting their programs.

The Graduate and Undergraduate Academic Policies and Procedures (AP&P) Committees are the final committees to carefully consider and recommend changes to the University's curriculum, policies, programs, or structures.

The Provost and the Chancellor shall communicate to the University in a timely fashion their decisions on proposals/motions involving recommendations for changes in curriculum, policies, programs, or structures.

Guideline I
Any proposal for changes in a department's courses or programs must first be acted upon by the department before being submitted to the college advisory council. Only graduate faculty and affiliate graduate faculty may vote on changes to graduate programs and curriculum in

their respective areas (*Faculty Handbook,* §4.5*).* Any proposal for changes (excluding course changes within existing programs) in a college's or school's programs or structures must first be acted upon by the faculty of the college or school concerned before being presented to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee. After a proposal for curricular or structural change has been acted upon by a college or school and after the dean of that college or school has submitted the proposal to all other necessary groups, the dean will then present the proposal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

Guideline II
Recommendations for changes in general academic policies or academic programs must be submitted to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee by any of the following:

        A. Department, program, college, or school
        B. Faculty Senate
        C. Student Government Association
        D. Graduate Student Government Association
        E. Council of Deans
        F. Council of Chairs

A faculty member, student, or ad hoc faculty or student group will channel proposals through the appropriate body above.

Guideline III
The Undergraduate Academic Policies and Procedures Committee and the Graduate Academic Policies and Procedures Committee are, in most circumstances, the final recommending bodies to the provost/executive vice chancellor and the chancellor. The faculty members and the students on these committees serve as the representatives for the faculty and students, respectively. As such, these groups should make their respective views known through their appointed representatives and should make arrangements for their respective representatives to be held accountable to them.

Guideline IV
If a proposal for changes in a department's courses or programs is not approved by that department, then the group initiating the proposal may appeal (within 90 days after rejection) first to the advisory council of the college to which that department belongs. If the proposal is also rejected by the college or school, then the group may appeal (as above) to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

When a departmental proposal is not recommended at the college advisory council level, the department may appeal to the Undergraduate Academic Policies and Procedures Committee and/or the Graduate Academic Policies and Procedures Committee.

Bulletin Style Guide

The information below improves course information consistency and sets standards for the undergraduate and graduate Bulletins. Bulletin course description and title information will be altered to meet these guidelines before being published in the AP&P minutes and Bulletins.

Alternate Year Course Offerings

When courses are offered in alternate years, information listing what years the course will be offered should be provided. "Spring, Alternate years" is not acceptable. If the year cannot be determined, the course offering should be designated "On Demand".
Examples:
- HIS 3156. History of International Terrorism (3). Fall, Even-numbered years.
- HIS 3158. Ethnic Conflict: East Versus West (3). Fall, Odd-numbered years.
- HIS 3823. American Military History (3). Fall; Spring, Odd-numbered years; Summer Session 1, Even-numbered years.
- PS 2610. Asian Politics (3). On Demand.

Courses may be scheduled in a regular semester "Fall; Spring; Summer Sessions" and "On Demand" if a course will be offered in one semester, but only periodically in another.
Examples:
- PE 1822. Tennis (1). Fall; On Demand.
- HPE 2140. Principles of Fitness and Conditioning (3). Summer Session; On Demand.

Course Descriptions

- Course descriptions should be concise—two to five sentences/statements total.
- Avoid information technology (IT) language that may become outdated.
- Do not use course titles within the course description or prerequisite statement.
- Ensure contact time coincides with course credit hours and course schedule type.
- Only include prerequisites for that course, not the prerequisites of prerequisite courses.
- Spell out "and" instead of using "&".
- Spell out "laboratory".
- Spell out numbers one through nine (e.g., Studio six hours).
- Mode of instruction should not be included (e.g., online, lecture). Statements such as "lecture three hours." should not be included in the course description unless the course includes multiple modes of instruction (i.e., lecture/lab, lecture/studio). If the course includes multiple modes of instruction, this may be reflected in the course description (e.g., "Includes lecture and studio components meeting for X hours per week." or Lecture X hours, laboratory Y hours.").

- Use the standard statement "Graded on an S/U basis." when the course is graded S/U.
- Use a course prefix before each number (e.g., ENG 3661, ENG 3662, ENG 3663, rather than ENG 3661, 3662, 3663).

Course Titles

Attempt to use course titles shorter than 30 characters, including spaces. The short title in Banner appears on the class schedule and student transcripts and is limited to 30 characters (including spaces and punctuation). The long course title appears in the Bulletins. The long course title in Banner is limited to 100 characters (including hours and semester offering).

Numeric Grade Representation

Grade Point Average (GPA) points should follow all letter grades listed in the bulletins, programs of study, or other university materials and documents. GPA points should follow all course or program grade prerequisites. Inclusion of "or higher" and "or above" is not necessary.
Examples:
- Prerequisites: completion of LLC 2510 and FRE 3510 with a minimum grade of "B" (3.0).
- Prerequisites: completion of HIS 4100 Senior Seminar with a minimum grade of "C" (2.0) is required to complete the History major.
- Course Description: A minimum grade of "C" (2.0) is required. Prerequisites: completion of HPE 2110, HPE 2120 and HPE 2130 with a minimum grade of "C" (2.0) in each.
- Major Requirement: In order to progress through the RN to BSN program, the student must achieve a minimum grade of "C" (2.0) in each nursing course before proceeding to the next nursing course.

For Information Only (FIO) Items

There are a number of curriculum, program, and policy updates that do not require *approval* from the AP&P Committees but that do need to be submitted as information only items for purposes of updating Bulletin copy. These include:
- **Changes to existing General Education courses** (e.g., inclusion in various components, WID status and associated RC 2001, prerequisites, capstone status). Submit a proposal (Part C) to the General Education Council. Once approved by the General Education Council, this record will be sent to Undergraduate AP&P for inclusion in the AP&P Committee meeting minutes.
- **Department -or program name changes.** Submit the Department Name Change form. These are reviewed for approval by the Provost and Chancellor and are information-only items for the AP&P committees.
- **Semester offerings**.
- **Change in program delivery mode**.

Curriculum Proposal and Scheduling Information

Program of Study Change Procedures

When revising programs of study (majors, minors, concentrations, certificates, or Second Academic Concentrations), submit a single, marked-up program of study using track changes. For more information, refer to the AP&P website instructions.

Contact Time

Across the UNC system, a class must meet for a minimum of 750 minutes for every semester hour of credit. The amount of contact time remains constant, regardless of the academic term.

One semester hour	Minimum of 750 contact minutes
Two semester hours	Minimum of 1500 contact minutes
Three semester hours	Minimum of 2250 contact minutes
Four semester hours	Minimum of 3000 contact minutes

The Appalachian State University Policy Manual provides a thorough explanation of credit hour applications across different modes of instruction and contact time required. In addition, detailed information on current course schedule types (Banner course term file guidelines) can be found on the Office of the Registrar's website.

Determining When a New Course Number is Needed

In some cases proposers wish to make significant revisions to an existing course. If the changes are substantial enough that a student who had the earlier course would not be able to use the revised course interchangeably, then a new course number is needed. In certain circumstances, even if a course could be used interchangeably, a new course number may be required, as determined by the Registrar's Office in consultation with the respective AP&P committee chairpersons. If a new course number is assigned, this becomes a course add, and Parts A & B of the form must be completed.

Numbering of Coursework

The following is a summary of the restrictions imposed by university policy on the numbering of coursework. University policy stipulates the following general classifications:

Level	Number Range
Remedial	0001-0999
Freshman	1000-1999
Sophomore	2000-2999
Junior	3000-3999

Senior	4000-4999
Master's	5000-5999
Specialist	6000-6999
Doctorate	7000-7999

Numbers specified within the reserved ranges are as follows:

General & Departmental Honors	1510-1519, 2510-2519, 3510-3519, 4510-4519
Independent Study	1500, 2500, 3500, 4500, 5500, 6500, 7500
Instructional Assistance	3520
Selected Topics	1530-1549, 2530-2549, 3530-3549, 4530-4549, 5530-5549, 6530-6549, 7530-7549

Other numbers reserved by University policy are as follows:

Bibliography & Research	5000
Experiential Learning	1999, 2999, 3999, 4999
Graduate Research	5989, 6989, 7989
Internships	2900, 3900, 4900, 5900, 6900, 7900
Thesis/ Dissertation	5999, 6999, 7999

Proposals for new courses or programs are submitted to the Office of the Registrar during the proposal development process to confirm the appropriateness of course numbering.

Course Syllabi

When proposing a new course, or substantial changes to an existing course, a course syllabus is required as an attachment to the AP&P form. Proposers should note that both the Appalachian State University *Faculty Handbook* (§6.3.1.2) and the Office of Academic Affairs have stipulated that certain elements must be included in all course syllabi.

For purposes of AP&P proposal review, the course syllabus should include the following minimum components:
- The course title and description as they will appear in the Bulletin(s).
- A list of student learning outcomes for the proposed course.
- The name of the text and any other materials required of each student.
- A description of course activities and assignments, including assessment methods.
- An explanation of how the course grade is to be determined. (Note: for graduate courses, no "D" grades may be assigned; grades below C- will automatically revert to a failing [F] grade.)
- If it is a dual-listed course, the dual-listed course differentiation, as described below.

Dual-Listed Course Proposals

Dual-listed courses are classes taught concurrently at the 4000/5000 level and by the same instructor, either (1) meeting at the same time and in the same classroom, or (2) in the same

online setting. Dual-listed graduate courses are noted in the course descriptions as follows: "[Dual-listed with XXX 4xxx.]"

All dual-listed courses must be approved by both the Undergraduate (UAP&P) and the Graduate Academic Policies and Procedures Committee (GAP&P) and will be designated as dual-listed in the University Bulletins. Approval will require the submission of a single "GU" AP&P proposal form with syllabi indicating the advanced academic content and rigor appropriate for graduate courses. Only courses at the 4000 level will be approved for dual listing with 5000-level courses, and only the credit hours of dual-listed courses that were reviewed/approved will count in the student's Graduate Program of Study. Course descriptions for undergraduate dual-listed courses must include the following standard wording: "[Dual-listed with XXX 5xxx.] Dual-listed courses require senior standing; juniors may enroll with permission of the department."

In the case of dual-listed selected topics and study abroad courses, syllabi for the undergraduate and graduate course pairings must be submitted for review and approval by the School of Graduate Studies. All materials must be submitted to allow sufficient time for approval before the course is taught, preferably before the schedule is published for the next semester.

Consideration should be given to the ratio of undergraduate to graduate students in these classes and, where possible, graduate students should make up at least 30% of the enrollment.

~~Department, Program Name, or Course Prefix Changes~~ (material moved to page 7)

Course Prefix Changes

Course prefix changes require submission of an AP&P proposal.

Proposal Process Resources

Resources are available on the Academic Policies and Procedures website:
https://app.appstate.edu/
- AP&P Approval Process
- AP&P Process Flowchart Bulletin Deadlines
- Contact and Submission Information
- Meeting Agendas, Dates, Deadlines, and Minutes
- Proposal Forms, Instructions, and Sample Proposals
- File Naming Protocol
- Department Name Change Form
- Semester Offering Changes Information
- UNC-GA Process for Planning and Establishment of New Program
- UNC-GA-SACS Flowchart

Scheduling of Courses to be Offered for Credit

Scheduling a course to be offered for credit is authorized by the department chair (or

equivalent) under which the course is listed (see *Faculty Handbook*).

After authorizing a course to be offered, the chair will provide the schedule information to the dean's office (or equivalent).

Provide schedule information to:
- The Office of the Registrar if the course is to be offered for main campus credit during a term of the regular academic year.
- The Office of Summer Sessions if the course is to be offered during a summer term.
- The App State Online Office for all distance education courses.

Courses beginning before 2:00pm Monday-Friday should adhere to regular meeting patterns unless approved as an exception by the appropriate dean's office. Regular meeting patterns and additional information can be found on the schedule build/CTF section of the Office of the Registrar's webpage.

Selected Topics Course Guidelines

Selected topics are available to allow faculty to test the viability of a new course on a short-term basis. A selected topics course should not be offered more than a total of four semesters before beginning the process for adding the course permanently to the Bulletin(s).

A course under a selected topics designation should not be scheduled when a course with substantially similar content and methodology exists, without first consulting the existing course department chair(s) (or equivalent).

If departments and/or individual faculty members would like to express concerns about a selected topics course, contact should be made with the department chair (or equivalent) at least two weeks in advance of registration. The concerned party, the individual offering the course, and the department chair(s) should attempt to resolve the concern in advance of registration. If that course of action does not result in a solution, the appropriate college dean(s) will serve to arbitrate.

Graduate/undergraduate dual-listed selected topics courses must adhere to the same requirements as other graduate/undergraduate dual-listed courses.

Graduate selected topics courses must adhere to the same requirements as other graduate courses. Contact the Graduate School for additional information.

See the Numbering of Coursework section of this manual for information about selected topics numbering.

Semester Offering Information

Main campus undergraduate courses offered in a fall or spring term are eligible for the university's book rental program. Selected Topics, On Demand, and courses offered in Summer Sessions only, are not eligible.

Semester offerings (only) can be changed without an AP&P proposal. Details about that process can be found at: https://app.appstate.edu/proposal-resources/semester-offering-changes

Courses can be offered: Fall, Spring, Summer Session, On Demand, Even-numbered Years, Odd-Numbered Years. Please see the Alternate Year section of this manual for details on inclusion in course descriptions.

Making Changes to Programs

Changing the Location of a Program

Moving a program from one department or college to another requires submission of a proposal, showing necessary departmental and college approvals, to the appropriate AP&P committee. The request requires approval by AP&P and the Provost.

Changing the Mode of Program Delivery – Existing Programs

Four delivery mode options are offered: on campus, hybrid/partially online, fully online, or site-based at an off-campus location. Requests to add a delivery mode must be submitted via the following procedure if 50% or more of the credit hours in the program will be delivered through the new delivery mode.

Proposals to add or discontinue a mode of delivery for existing programs (degree or certificate) must be approved at the departmental (curriculum committee and chairperson) and college (curriculum committee and dean) levels, then submitted to the appropriate AP&P committee as an FIO item. Final approval of a change in delivery mode is granted by the Chief Academic Officer/Provost. Forms for requesting a change in delivery mode for **certificate programs** and for **degree programs** can be found on the AP&P website.

Academic Policies and Procedures Committees
PROPOSAL FORM -- Part A

Graduate AP&P	Department/Program Proposal # _____
Undergraduate AP&P	Proposed Effective Date: FALL (year) _____
Both (Dual-Listed Courses) Submit simultaneously	

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.

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 m/d/yyyy
	approved	not approved	not applicable	
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:

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.)

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 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

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.