

Academic Policies and Procedures Committees

PROPOSAL FORM -- Part A

Graduate AP&P	Department/Program Proposal # _____ Proposed Effective Date: FALL (year) _____
Undergraduate AP&P	
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. a. List the current catalog copy (including dual- or cross-listed information, if applicable). Attach separate sheet if more space needed.

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

c. Other REQUIRED attachments: see **General Instructions**

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

4. 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				
Council on Professional Education				
Honors Council				
Undergraduate Academic Policies & Procedures Committee				
Graduate Academic Policies & Procedures Committee				

5. Contact the Registrar's Office and (for graduate proposals) Graduate School.

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

6. 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 spreadsheet if necessary. (Click here for instructions on searching Online Bulletin.)

[illegible][illegible]

- 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.

[illegible]

7. 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	
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8. Is this a General Education course? yes ___ no ___ n/a ___ (If requesting new general education credit, submit Part C of the AP&P form with an attached syllabus to the Office of General Education)

9. App State Online:

- a. Does this proposal affect a course or requirement of a distance education program? yes ___ no ___ If yes, has App State Online been consulted? yes ___ no ___ If yes, list the date(s), App State Online contact person, and their response in support or opposition to this proposal:

- b. Mode of delivery: fully online ___ site-based ___
If you are not sure, contact App State Online.