

**Academic Policies and Procedures Committees
PROPOSAL FORM -- Part A**

Graduate AP&P

Undergraduate AP&P

Both (Dual-Listed Courses)
Submit simultaneously

<input type="checkbox"/> ADD (Part A & B required) <input type="checkbox"/> DELETE <input type="checkbox"/> CHANGE	Department/Program Proposal # _____ Proposed Effective Date (semester/year) _____
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College or School: _____

Department or Program: _____ Proposer: _____

1. Briefly describe the action(s) requested:

2. Rationale for this request:

3. Required catalog copy and attachments (attach separate sheet if text gets too small to read) :

a. CURRENT and PROPOSED For dual-listed courses, list both undergraduate and graduate catalog copy.

CURRENT:

PROPOSED:

b. SYLLABI are required when adding or making significant changes to courses. *If requesting a new dual-listing, attach undergraduate and graduate syllabi.*

c. PROGRAMS OF STUDY and CATALOG COPY with tracked changes are required for undergraduate or graduate degree changes.

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 Curriculum Committee				
Department/Program Faculty				
College Council(s)				
General Education Council				
Teacher Education Council				
Honors Council				
Undergraduate Academic Policies & Procedures Committee				
Graduate Academic Policies & Procedures Committee				

5. Have the Registrar's Office, Graduate School (if applicable), and all affected department chairs/program directors been consulted in the development of this proposal? yes ___ no ___ *If yes, list the date(s), person(s) contacted including title, department/program, and their response(s) in support or opposition to this proposal:*

6. a. Are there any existing programs or courses that will be curtailed or discontinued as a result of the proposed new program or course? yes ___ no ___ n/a ___ *(If yes, list those courses or programs:)*

b. Are there courses from other departments that may cover or partially cover the subject matter of the proposed new course? yes ___ no ___ n/a ___ *(If yes, list course numbers and titles:)*

c. Is this a cross-listed course in another department? yes ___ no ___ n/a ___ *(If yes, list the cross-listed courses:)*

d. Is this a General Education course? yes ___ no ___ n/a ___ *(If requesting new general education credit, attach a syllabus and submit Part C of the AP&P proposal form to the Office of General Education)*

e. Is this a Core Curriculum/Special Designator course? yes ___ no ___ n/a ___ *(If requesting new core/designator credit for continuing students in the old core curriculum, either include here or attach appropriate rationale and justification)*

7. Distance Education:

a. Does this proposal affect a course or requirement of a Distance Education program? yes ___ no ___ *If yes, has Distance Education been consulted? yes ___ no ___ If yes, list the date(s), Distance Ed 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 whether a course or requirement of a Distance Education program would be affected or about the mode of delivery, contact the Office of Distance Education.

8. Schedule Type for new or existing courses:

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

CHOOSE ONE:

Course ___ Certificate ___ Concentration ___ Minor ___ Degree ___

1. If this is a new course, has it been offered as Selected Topics in the last five years? yes___ no___ If so, how often and what were the enrollments each semester it was offered?

2. Projected enrollment: 1st year _____ 2nd year _____
3. Projected student clientele:

4. 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:

5. For a new degree or certificate program, give the career and/or graduate education opportunities available to students in this program:

6. List estimated costs of the new program or course that cannot be covered by the present budget:

7. Has the Library Collection Development Office been consulted? yes___ no___ *If yes, list the date(s) and person(s) contacted and their response(s):*

8. Resource responsibilities: Has (have) the appropriate dean(s) been consulted in the development of this proposal? yes___ no___ *If yes, list the date(s), name(s) and title(s) of person(s) contacted, and their response(s) in support or opposition to this proposal:*