

# AP&P Proposal Form-Parts A and B Instructions

rev. 6-18-18

## Part A (Required for all actions)

### Top of Form A

- Select Graduate AP&P, Undergraduate AP&P, or Both
- Department/Program Proposal # - refer to [“File Naming Protocol”](#)
- Proposed Effective Date -- will always be Fall of the following year, provided the proposal is approved by the February meeting.
- Select College/Unit from dropdown menu
- Fill in Associate Dean, Proposer, Department/Program, and Chair

### 1. I want to:

- Select from dropdown: Add, Delete and Change – All new courses and programs that are ADDED must also include Form B.
- Select from dropdown what you would like to change: Course, Program of Study Bulletin Text, Policy, Other
- Briefly describe the action(s) requested.
- If *changing* a course, please elaborate on how this course is being changed (i.e., course description, credit hours, course title, prerequisites or course numbers.) **If major changes are proposed, the existing course should be deleted and a new course added.**

### 2. Rationale

- Indicate the need for the proposed action and give a basis on which AP&P can assess its impact on the university.
- If deleting a required course or a program, indicate clearly what will take its place or why the course or program is no longer necessary.

### 3. a. List the current catalog copy (attach separate sheet if more space needed.)

- Required attachments: For all actions, include the current catalog description, including course number, title, semester hours credit and course description.
- For courses with dual listing, provide both undergraduate and graduate course information.

### b. List the proposed catalog copy (attach separate sheet if more space needed.)

- Required attachments: For all actions, include the proposed catalog description, including course number, title, semester hours credit and course description.
- For courses with dual listing, provide both undergraduate and graduate course information.

### c. Other required attachments

- When adding a course or making significant changes to a course, please include the **syllabus**.
- When adding or revising degree programs (majors, minors, concentrations, certificates or Second Academic Concentrations) include the marked up copy of the **programs of study**.
- When adding or revising **catalog copy** include the marked up copy of the Bulletin changes.

### 4. Proposal Approval Process

- Indicate the action (approved, not approved, or not applicable) for each committee, council, or other group(s), as well as the date the action was taken.

### 5. Consultation (Registrar’s Office/Graduate School)

- The Registrar’s Office and (if applicable) Graduate School should be consulted early in the development of proposals.
- Document date, name, title and their response in support or opposition.

### 6. a. Courses and Programs of Study Affected:

- Search the [Online Bulletin](#) for courses or programs of study that will be affected by the proposed action
- For searching instructions, view [Bulletin User Guide](#)
- List any existing programs or courses in the appropriate columns that will be affected due to the proposed action.
- Provide course number(s) and title(s) or program code(s) and title(s) for any courses in your department/area or other departments/areas that may cover some or all of the subject matter of the proposed new course.
- If the course is cross-listed with another department/area, specify department(s) and course number(s).
- If requesting general education credit, attach a syllabus and submit the appropriate Part C of the AP&P Proposal Form to the Office of General Education. (New courses are required to go to the General Education Council and to the Undergraduate AP&P Committee. Proposals for adding General Education credit to existing courses (with no additional changes to the course) only require General Education Council approval and do not need to be submitted to the Undergraduate AP&P Committee.

#### **6. b. Consultation with department chairs and/or program directors**

- List all affected department chairs/programs and their responses.
- Contact and discussion with these departments/areas is an important and mandatory step in the proposal development.

#### **7. Cross-listed**

- If this a cross-listed course in another department, list all affected courses.

#### **8. General Education**

- 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.

#### **9. Distance Education**

- If proposal affects a course or requirement of a distance education program, document date, name, position, and their response in support or opposition.
- Select mode of delivery.

#### **10. Schedule Type**

- Select the appropriate schedule type for new and existing courses. Contact the Registrar's Office for further information.

### **Part B (Required for all additions)**

Select the appropriate radio button for a proposed new course, certificate, concentration, minor or degree.

#### **1. New Course Addition**

- If new course, has it been offered as Selected Topics in the last five years? Faculty are encouraged to offer new courses as Selected Topics prior to requesting additions to the bulletin(s). If applicable, include details about course enrollment and semesters offered.
- If there are courses from other departments that may cover or partially cover the subject matter of the proposed new course, list course numbers and titles.

#### **2. Projected Enrollment**

- Indicate projected enrollment for the first and second year.

#### **3. Projected Student Clientele**

- Indicate projected student clientele and include the basis for estimating clientele.

#### **4. Faculty requirements**

- Both additional faculty and current faculty requirements should be stated in terms of full-year positions. List the number of additional faculty needed to support the proposed changes. If additional faculty are needed, are the

positions already funded and allocated to your department? If not, how will the additional work be covered?

- List the names of the current faculty qualified to teach the course.
- What changes in present faculty responsibilities will be necessary? List current responsibilities of those involved and cite the sources of this information and corresponding research.

#### **5. Opportunities**

- For a new degree, attach the Letter of Intent submitted to UNC-System Office.
- For a new graduate certificate program, attach the Proposing a New Graduate Certificate form.
- For a new undergraduate certificate program, attach an explanation of the career and/or graduate education opportunities available to students.

#### **6. Costs**

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

#### **7. Library Consultation**

- Contact your department's Library Liaison. List date, person contacted, and their response.
- Library Liaisons are listed [here](#).

#### **8. Dean's Office Consultation on Resource Responsibilities**

- Has (have) the appropriate dean(s) been consulted in the development of this proposal?
- List date, person contacted, title of person contacted, and their response in support or opposition to this proposal.

#### **9. IRAP (for new degree or certificate only)**

- Consult IRAP to develop functional learning goals and outcomes.
- List date, person contacted, title of person contacted, and their response in support or opposition to this proposal.
- Examples of outcomes can be found [here](#).

#### **Additional Information**

Additional information, resources, and forms can be found on the Academic Policy & Procedures website.

<http://app.appstate.edu/>

<http://app.appstate.edu/app-proposal-forms>