

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

<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <input type="checkbox"/> CHANGE	Proposal # _____ Effective Date (semester/year) _____
--	--

College/School _____ Dean _____

Department _____ Departmental Chair _____

1. Briefly describe the action(s) requested:

2. Rationale for this request:

3. Required attachments:
 - a. CURRENT and PROPOSED undergraduate or graduate catalog copy
 - b. SYLLABI are required when adding or making significant changes to courses.
 - c. CHECKSHEETS are required when adding or revising degree programs or concentrations.

4. List the committees, councils, and other groups that have considered this proposal; the action taken; and the dates that action was taken.

Area	Action	Date of Action
Departmental Curriculum Committee		
Departmental Faculty		
College Council(s)		
Core Curriculum Committee		
Teacher Education Council		
Graduate Council		
Other Committees/Councils:		
Academic Policies & Procedures Committee		

5. Have all appropriate departmental chairs and the Registrar's Office been consulted in the development of this proposal?

yes ___ no ___ n/a ___ If yes, list the date(s) and person(s) contacted and response:

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 ___

 - b. Is this course cross-listed in another (other) department(s)? yes ___ no ___

 - c. List courses in other departments that may cover or partially cover the subject matter of the proposed course.

 - d. Is this course dual-listed? yes ___ no ___ (*If yes, attach undergraduate and graduate syllabi*)

7. Core Curriculum or Special Designator Course proposal must include a syllabus (*more than one if multiple instructors*).
 - a. Is this a Core Curriculum course? yes ___ no ___

 - b. Is this a Special Designator Course? yes ___ no ___
 W___ S___ MC___ ND___ C___ CD___

PROPOSAL FORM -- Part B (For Additions Only)
Academic Policies and Procedures Committee

Complete the following for the proposed new degree, concentration, minor or course:

1. Projected enrollment: 1st year _____ 2nd year _____
2. Projected student clientele:
3. Faculty:
 - a. Additional faculty needed: _____
 - b. Names of current faculty: _____
 - c. Other and continuing responsibilities of current faculty involved in new degree or course:
4. For a new degree program, give the career and/or graduate education opportunities available to students in this program:
5. List estimated costs of new program or course that cannot be covered by present budget:
6. Has the Library Collection Development Office been consulted? yes ___ no ___
List the date(s) and person(s) contacted and response:

(Revised February, 2007)

Instruction Sheet – AP&P Proposal Form

Proposals for changes in academic policies, procedures, courses and programs to become effective for the following fall term must reach the AP&P Committee for consideration and possible recommendation for approval **no later than its regularly scheduled February meeting**. Proposals for significant changes seeking positive recommendations in the fall term to become effective in the following spring term must reach the AP&P Committee **no later than its last meeting of the spring semester**

Part A (Required for all actions)

1. Describe the action(s) requested briefly and concisely.
If you are requesting the addition of a new course or a new degree program, completion of Part B of this form is required.
Requests for deletions or changes do not require the completion of Part B. If *changing* a course, please elaborate on how this course is being changed (i.e., course content, credit hours, course title, prerequisites or moving course level from lower to upper division or from upper to lower division). If major changes are proposed, the existing course should be officially *deleted* and a new course *added*.
2. 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. For all actions, include the current and proposed catalog description, including course number, title, semester hours credit and course description. For courses with dual listing, provide both undergraduate and graduate materials for the proposed course. When making significant changes to a course, please include syllabi. When adding or revising degree programs or concentrations, include current and proposed checksheets. Attach pages if necessary.
4. Indicate approval or disapproval by each committee, office, or council as well as the date action was taken. If a committee or council you consulted is not listed, please write the name of this organization by “Other Committee/Councils.”
5. Appropriate departmental chairs and the Registrar’s Office should be consulted in the development of proposals. Specify the date(s) and person(s) contacted as well as their support or nonsupport of the proposal.
6.
 - a. List any existing programs or courses that will be curtailed due to the proposed action.
 - b. If the course is cross-listed with another department, specify department(s) and course number(s).
 - c. Provide course number(s), title(s) and semester hours for any courses in other departments that may cover some or all of the subject matter of the proposed course.
 - d. If this course is dual-listed, provide graduate and undergraduate syllabi and list course number(s), title(s) and semester hours.
7. Include a syllabus if the proposal is for a course that is part of the core curriculum or has a special designator.
 - a. Indicate if the course is part of the core curriculum.
 - b. If the course has special designators, indicate which designators apply.

Part B (Required for all additions)

Complete the following information for the proposed new degree, concentration, minor or course:

1. Indicate projected enrollment for the first and second year.
2. Indicate projected student clientele and include the basis for estimating clientele.
3. Indicate anticipated faculty requirements.
 - a. (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?
 - b. List the names of the current faculty who will be impacted by the proposed changes.
 - c. 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.
4. If proposing a new degree program, give the career and/or graduate education opportunities available to students in this program.
5. Detail estimated costs of the new program and cite the sources of this information.
6. Indicate if the Library Collection Development Office was consulted. If not, explain why. If yes, list the date(s) and person(s) contacted as well as the results of your conversation.