

**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) _____
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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 or certificate program, 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 or certificate 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 April 25, 2007)

Academic Policies and Procedures Committee

PROPOSAL FORM---Part C (for General Education Courses ONLY)

NOTE: For courses that will be new to the catalog or those that require changes to the catalog copy, Academic Policies and Procedures Proposal Form, Parts A and B, should accompany this form.

ADD _____ CHANGE _____ DELETE _____	Proposal # _____ Effective Date(semester/ year) _____
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College _____

Dean _____

Department/Program _____

My signature below indicates that this course will be offered at least one time, either fall and/or spring, for the next three years.

Department Chair/Program Director _____ Date _____

Course prefix, number, and title:

1.. General Education component for which the course is proposed:

- | | |
|--|---|
| <input type="checkbox"/> Aesthetic Perspective
<input type="checkbox"/> Historical and Social Perspective
<input type="checkbox"/> Local to Global Perspective
<input type="checkbox"/> Science Inquiry Perspective
<input type="checkbox"/> Course Designation within a Perspective
<input type="checkbox"/> Fine Arts
<input type="checkbox"/> Literary Studies
<input type="checkbox"/> Historical Studies | <input type="checkbox"/> Quantitative Literacy
<input type="checkbox"/> Wellness Literacy
<input type="checkbox"/> First Year Writing
<input type="checkbox"/> Second Year Writing
<input type="checkbox"/> Writing in the Discipline
<input type="checkbox"/> Capstone Experience |
|--|---|

2. Describe how this course will meet the criteria for the General Education component identified in item 1. (See the website www.generaleducation.appstate.edu for specific criteria for each component.)

3. Required attachments: Include representative syllabi and a biographical statement for 2-5 faculty members who will teach the course.

4. Which goals and learning outcomes will be addressed in the course?

5. How will the course be assessed for achievement of the general education goals and learning outcomes?

6. Is this course being proposed as part of a theme? No Yes (if yes, please respond to items a, b, and c)

a. List the perspective and approved theme for which this course is being proposed.

b. What forms of integration will be employed for this course?

c. Provide estimated costs for achieving integration (such as lecture series, field trips, writing consultants, etc.).