

## ACADEMIC PROPOSALS SCHEDULE AND PROCEDURES

### **College Curriculum Committee meetings**

- **First week of each month**  
(day to be determined by dean)

### **Council for Teacher Education**

- **Second week of each month**  
(day to be determined by director)

### **Graduate Council meetings**

- **Third week of each month**  
(day to be determined by dean)

### **Academic Council**

- **Fourth Wednesday of each month**  
**3 p.m. in University Center**

\* In advance of starting the proposal process, department chairs, program coordinators, or faculty sponsoring proposals are requested to meet with Dr. Brian Johnson, Assistant Vice President for Academic Affairs (AVPAA).

### **Proposals for Academic Council:**

Please print the original forms on the designated color of paper (Form A = light yellow paper, Form B = light green, Form C = light pink). The forms should be printed from the Academic Council web site (<http://www.apsu.edu/ccn/academic/academic.htm>) to ensure use of the most current form. The original forms should be submitted to Academic Affairs seven working days prior to Academic Council meetings. *Graduate Council would be an exception to the seven working days; original should be submitted the day after Graduate Council meeting.*

### **Proposals for Tennessee Board of Regents approval:**

Proposals needing TBR approval must be discussed with Dr. Brian Johnson, AVPAA, prior to being submitted through the APSU approving bodies.

### **Approved Proposals for APSU Bulletin:**

Approved proposals that need to be in the APSU Bulletin should have completed all approval processes by the end of February.

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### **REMINDERS:**

#### **Process for Changing Course Prerequisites**

Course additions or deletions for course prerequisites will be made at the department level after the department notifies in writing to all chairs, directors, deans of the proposed change and allows two weeks for response, if any department or school objects to the change then the department must go through the regular channels for proposed course revisions.

When various course proposals (Form A) are submitted for revisions to the same program, only one program proposal (Form C) is needed. Revisions to programs should be clearly identified by bolding the proposed revisions. Also, a list of courses for the **current** program should be included along with a list of courses for the **proposed** program.

Forms A & B are not reviewed by the Academic Council; these proposals are reviewed by the Vice President for Academic Affairs and upon approval are forwarded to the Registrar and copies are emailed to the appropriate dean and chair.

The Dean's office is responsible for forwarding the proposals to the next appropriate approving body; i.e., the Teacher Education Council, the Graduate Council, or the Academic Council.