

Academic Policies Committee Short Form Proposal Template

Schools/departments should use this short form to submit proposals:

- Needing only APC approval (revision of course descriptions including title, number or prerequisites, alternate year listing in the Catalog and the cross listing of courses); or
- Eliminating (or adding?) 1-3 courses which don't impact other programs*; or
- Eliminating a minor, concentration, credential program or certificate which doesn't impact other programs.*

*confirmed by direct administrative report (college dean or provost).

All submitted proposals need to adhere to the following template in order to facilitate the work of the Academic Policies Committee. **For ease of APC Committee reading, please submit your responses in BLUE text.**

I. **WHO - Academic Unit Name:** [Physics and Engineering](#)

II. **WHAT – Proposal Summary:** [Change a grading option on a course.](#)

III. **WHY – Proposal Rationale** (might include):

- Market analysis (size, market share, revenue generation with analysis and rationale)
- Impact on support services (library, technology, Student Financial Services, Records)
- A discussion of department/school and institution mission fit
- Impact on enrollments (course, department/school, university)
- Impact on department/school staffing (increase/decrease, ability to staff the course, etc.)
- Financial Analysis

[During our department's annual review of catalog content, it became clear that department consensus is that student engagement in PHY495 Senior Seminar would improve if students were to receive a letter grade for the course.](#)

[There is no additional impact on library services or technology.](#)

IV. **HOW – Curricular Changes:**

- A. Curriculum - Short Form proposals should include current and proposed course descriptions including title, number, units, and if needed prerequisites, alternate year listing in the catalog and cross-listed courses. Language must be exactly as the Department/ School wants it to appear in the Catalog. Proposing school/department should work with APC chair to generate proposed Catalog text and attach to this form at the time of submission.

[Change grading option from CR/NC to letter:](#)

[PHY 495 - Seminar in Physics \(1\)](#)

[Presentation of papers by students, faculty, and visiting scholars, as well as attendance at seminars at other institutions. May be repeated up to a maximum of four units. ~~Graded Credit/No Credit.~~](#)

B. Summary Information:

Total course/unit additions: 0	Net financial impact: 0
Total course/unit deletions:	Library resourcing impact:

0	0
Staffing unit increase/decrease: 0	

I have reviewed this proposal and the items above and believe the proposal meets all university requirements, don not impact other departments or programs, and is ready for APC review.

Department or School Direct Report: [Maria Zack](#)

Holly Irwin

Date 11.13.16

College Dean or Provost as applicable

Note: Submit completed short form proposal to the APC chair not later than one month prior to the APC meeting at which you hope it can be placed on the agenda.