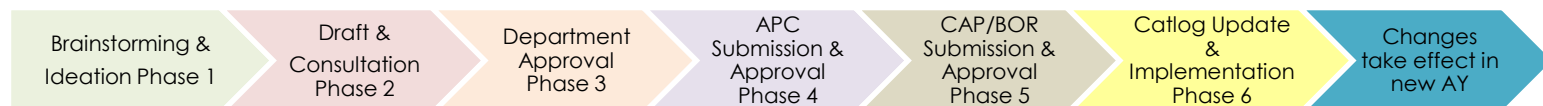


Academic Program Change Timeline

This is a recommended timeline for fall curricular/course changes. Instructions and requirements: <https://aysps.gsu.edu/apc>.



Due Date (all components): November 1 | Timeline for committees that meet each semester (SP, SU, FA)

<input type="checkbox"/>	May 1	Phase 1	Committees/subcommittees meet and review catalog/curriculum for possible changes. If committees do not meet in summer phases 1 and 2 dates should be adjusted for spring semester review.
<input type="checkbox"/>	May 15		Brainstorming and ideation phase. Committees and/or designee should review APC and Senate requirements at https://aysps.gsu.edu/apc before design phase to familiarize themselves with requirements.
<input type="checkbox"/>	June 1	Phase 2	Design and consultation phase. Committees conceptualize changes and consult with key stakeholders for feedback, feasibility and rational of possible changes. Consultation with OAA and across academic units and colleges as needed.
<input type="checkbox"/>	June 15		Committee writes rational, gathers data points and research to answer questions for the specific proposal and does initial changes to catalog copy using 'track changes' in MSWord.
<input type="checkbox"/>	July 1		Committee or designee does final consultation and solicits feedback from key stakeholders and OAA based on draft proposal and catalog draft changes.
<input type="checkbox"/>	July 15		Based on final recommendations of key stakeholders, OAA and committee, the committee votes to move the draft proposal to the full department faculty.
<input type="checkbox"/>	Aug. 1	Phase 3	Draft proposals are circulated two weeks prior full department faculty meeting.
<input type="checkbox"/>	Aug. 15		Full department faculty debate and vote on draft.
<input type="checkbox"/>	Sept. 1		Draft proposal finalized based on faculty feedback.
<input type="checkbox"/>	Sept. 15	Phase 4	Consultation with OAA on final proposal draft and catalog track changes.
<input type="checkbox"/>	Oct. 1		Meet with department APC representative to discuss proposal for presentation at APC
<input type="checkbox"/>	Oct. 15		Submit proposal/changes via the online submission form at https://aysps.gsu.edu/apc
<input type="checkbox"/>	Nov. 1		Deadline to submit proposals/changes for APC review.
<input type="checkbox"/>	~Nov. 15	Phase 5	Academic Program Committee meets to review proposals/changes. APC representative will report committee decision to department and/or work with APC Chair and OAA to address revisions to proposal.
<input type="checkbox"/>	TBA		If proposal requires Senate CAP approval, a department representative should be present to answer questions related to the proposal.
<input type="checkbox"/>	TBA		Department responds to any feedback requests by CAP committee. It is recommended a department representative be present for the full CAP vote as well to respond to questions.
<input type="checkbox"/>	TBA	Phase 6	Certain curriculum proposals such as new academic programs (Bach., Mast., Doct..) require BOR approval. CAP will forward these proposals to BOR for review. The approval of a new academic program can be a multi-year process.
<input type="checkbox"/>	Dec.15-Jan.15		Catalog review prior to publication (OAA will provide copy for review to department PoC)
<input type="checkbox"/>	Feb.-Apr.		OAA works with program directors, department schedulers and stakeholders to resolve any outstanding questions to implement curriculum, build new courses and DegreeWorks academic evaluations.
<input type="checkbox"/>	Feb.-Apr.		Departments update their local websites and internal materials to reflect any changes as needed.