

College of Graduate and Professional Studies  
ACADEMIC COURSE AND PROGRAM REVIEW (ACPR)

FAQ SHEET

- **Forms** for graduate college course proposals and other program/ curriculum changes are available at <http://gradcollege.asp.radford.edu/faculty.html>
- A *Process Flow Chart* is available at the above link.
- *Dates and Deadlines* are available at [http://gradcollege.asp.radford.edu/Faculty Documents/dates\\_and\\_deadlines.pdf](http://gradcollege.asp.radford.edu/Faculty_Documents/dates_and_deadlines.pdf)
- Questions regarding course numbering should be directed to the Registrar's Office.
- A *Cover Sheet* is required for each proposal, *including post-baccalaureate certificate proposals* <http://gradcollege.asp.radford.edu/faculty.html> For tracking purposes a separate Cover Sheet/ Proposal should be completed for **each**:  
COURSE PREREQUISITE CHANGE; COURSE DELETION; PROGRAM REVISION; NEW COURSE PROPOSAL; COURSE DESCRIPTION CHANGE; NEW CERTIFICATE PROPOSAL; COURSE TITLE CHANGE; COURSE NUMBER CHANGE; COURSE CREDIT HOUR CHANGE; COURSE SYLLABI CHANGE; OTHER CATALOG REVISIONS; CERTIFICATE REVISION. **Check all of the Proposal Category's** listed above that apply to each proposal. **Check all of the Other Proposal Requirements** that apply and attach those, e.g., NEW COURSE PROPOSAL FORM; NEW POST-BACCALAUREATE CERTIFICATE PROPOSAL FORM; LIBRARY ASSESSMENT SHEET.
- Leave the *Proposal Number* blank (this will be assigned by ACPR).
- Include a *Contact Person*. This person will receive ACPR meeting notification and will be contacted as necessary to provide information or answer questions throughout the process.
- Include a *Proposal with Rationale* statement at the bottom of the Cover Sheet to include the current and new course name and number as appropriate.
- Include an *Effective date* and *Reason* at the bottom of the Cover Sheet.
- To avoid delays the Cover Sheet must be signed by the Department Chair/School Director, and College Dean before submission to the Graduate College Dean's Office.
- Include a *Library Assessment Sheet* (see Library Resources 4d of the New Course Proposal Instructions) <http://gradcollege.asp.radford.edu/faculty.html>
- The current version and a revised version of the *master syllabus* should be included in course proposals requiring changes and revisions and documents emailed to the Graduate College.\*

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- For program revisions including changes to the program section of the catalog include a *Revision of Existing Program Form* listing current and proposed changes to the program/catalog. <http://gradcollege.asp.radford.edu/faculty.html>
- All “other” Graduate Catalog Changes must be submitted through Academic Course and Program Review (check *Other Catalog Revisions* on the Cover Sheet, and provide current and proposed catalog copy with a *Revision of Existing Program Form* or other document.) <http://gradcollege.asp.radford.edu/faculty.html>
- See *Policies and Procedures or the Development and Delivery of Certificates for Post-baccalaureate Study* at <http://gradcollege.asp.radford.edu/faculty.html>
- Forms for Certificate Curriculum/ Program Changes are available at <http://gradcollege.asp.radford.edu/faculty.html>
- Send the complete, originally signed proposals to the Graduate College AND,
- Email all of the proposal documents to [ssteele2@radford.edu](mailto:ssteele2@radford.edu) to prepare an agenda and email Academic Course and Program Review sub-committee members electronically. This will expedite the process and save trees. \*
- To track the process of a specific proposal and ongoing updates see the current academic year *Academic Course and Program Review Annual Report* at <http://gradcollege.asp.radford.edu/faculty.html>
- After final approval is obtained from the full Graduate Affairs Council and Provost’s Office a memorandum of the results is sent to the Department Chair/ School Director and copied to the College Dean and Provost’s office.