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](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](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](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](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](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](http://gradcollege.asp.radford.edu/faculty.html)

• Forms for Certificate Curriculum/ Program Changes are available at [http://gradcollege.asp.radford.edu/faculty.html](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 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](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.