

**Academic Affairs Standard Operating Procedures (AASOPs)
Change Proposal Form**

Please note: The proposal of change in the AASOPs submitted with this form is to be considered by the AASOPs Review Committee (ARC) and is not a guarantee of change. All suggested revisions must be emailed no less than 1 month prior to the next AASOP Review Committee Meeting.

Date:

Name:

Department:

College/School/Libraries:

1. AASOP(s) being considered for change
Please provide section number(s) and paste the specific passage you are proposing to change.
2. Rationale for changing the AASOP(s)
Explain in detail why this change is necessary.
3. Suggested change to the AASOP(s)
Provide the precise language you are proposing. If you are changing existing language, include the entire section as rewritten, with the new language in bold. If you are proposing a new section, include the new numeration. If you are proposing a deletion, indicate the text to be deleted using strikethrough. Only proposals that include specific language will be considered.
4. Have you examined the AASOP(s) to see if other sections will be affected by your proposed change? If so, list these sections.
5. Have the proposed changes been discussed with your department/unit?
6. Possible units or stakeholders impacted by change(s) to the AASOP(s)

*When complete, email the form to the Senior Vice Provost: spechtnj@appstate.edu & campbellr1@appstate.edu. In the subject line of the email, please indicate 'ARC Review'

**Please be sure to include all information on form, incomplete forms will be returned.