

# ACADEMIC SENATE PROPOSAL TRACKING SHEET

(Document To Be Originated By Academic Senate Secretary On Canary Color Paper)

All proposals MUST have their originating college faculty body (Ex. Nursing, Technical Sciences, Arts & Sciences Education) approval and must be signed by the submitter and the college chair/dean before being submitted to the academic senate secretary.



1. Submit all proposals (using the appropriate Academic Senate program/degree) to the Academic Senate Secretary.
2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): Teacher Education (if applicable), General Education (if applicable), or Curriculum.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is forwarded to the next committee. If a committee disapproves the proposal, the originator may request that the item be forwarded to the next body for consideration. The committee will provide written rationale to the originator when a proposal is disapproved and the proposal is returned to the originator.
4. The Academic Senate considers the proposal and approves or disapproves. If approved, the proposal is forwarded to the Full Faculty for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. The Full Faculty considers academic senate approved proposals. If faculty approve, the proposal will then be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor.
7. The Chancellor approves or disapproves the proposal.

Subcommittee and Academic Senate college representatives will notify their respective colleges' of the progress of submitted proposals or the proposal may be tracked via the web page --

<http://www.msun.edu/admin/provost/asproposals.htm>

Documentation and forms for the curriculum process is also available on the web page:

<http://www.msun.edu/admin/provost/asforms.htm>

\*\*\*\*\* (If a proposal is disapproved at any level, it is returned through the Academic Senate secretary to the Chair/Dean of the submitting college who then notifies the originator.)

Proposal # <u>06-07</u>	Title: <u>Restrict Freshman Students from Upper Div. Courses</u>
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(proposal explanation, submitter and college chair/dean signatures on attached program/degree or course revision form)

	Date				
Received by ACAD Senate	<u>10-19-01</u>	Approved	_____	Disapproved	_____
Forwarded to Teacher Ed Council	<u><del>10-19-01</del></u>	Signature	_____	Date	_____
Forwarded to Gen Ed Committee	_____	Approved	_____	Disapproved	_____
Returned to ACAD Senate	_____	Signature	_____	Date	_____
Forwarded to Curriculum Committee	_____	Approved	_____	Disapproved	_____
Returned to ACAD Senate for Vote	<u>10/19/01</u>	Signature	_____	Date	_____
Sent to Provost's office for Full Faculty vote	<u>11/14/01</u>	Approved	<u>11/14/01</u>	Disapproved	_____
Voted on at Full Faculty meeting	_____	Signature	_____	Date	<u>11/14/01</u>
Forwarded to Provost for Approval/Disapproval	<u>12/17/01</u>	Approved	<u>RP Christack</u>	Disapproved	_____
Forwarded to Chancellor for Approval/Disapproval	<u>12/19/01</u>	Signature	_____	Date	_____
Copies sent to originating college and registrar's office	<u>12/27/01</u>	Approved	<input checked="" type="checkbox"/>	Disapproved	_____
C/data/proposaltracking sheet ACAD 10 10 01		Signature	<u>Roger Barbn</u>	Date	<u>12/19/01</u>
		Signature	<u>Alan Christack</u>	Date	_____

COMPLETED

PROCEDURAL SEQUENCE FOR ACADEMIC SENATE APPROVAL OF PROPOSALS

1. Submit all proposals to the Office of Academic Affairs.
2. The Senate President will log items and forward them to the appropriate Senate subcommittees.
3. The Senate subcommittee will send the proposal to the Senate.
4. Senate proposals will be considered by the Full Faculty.
5. If approved, the proposal will then be forwarded to the Provost/Senior Chancellor.

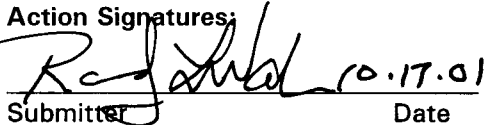
Proposals that require action to approve/disapprove/table or remand will be sent back to the Senate according to the monthly meeting schedule.

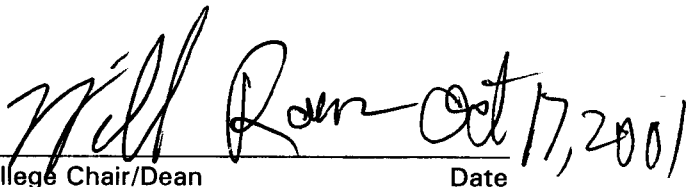
TITLE: Proposal to restrict Freshman students from taking upper division courses.

SUBCOMMITTEE: \_\_\_\_\_ PROPOSAL #:

PROPOSAL:

A student classified as a Freshman may not enroll in an upper division course without the permission of the instructor.

Action Signatures:  
  
 Submitter \_\_\_\_\_ Date 10.17.01

  
 College Chair/Dean \_\_\_\_\_ Date Oct 17, 2001

\_\_\_\_\_  
Committee Chair

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Date

\_\_\_\_\_  
Committee Chair

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Date

\_\_\_\_\_  
Faculty Senate President

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_ Date

\_\_\_\_\_  
Provost/Senior Vice Chancellor for Academic Affairs

Approve \_\_\_\_\_ Disapprove \_\_\_\_\_