### 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 and/or course revision forms) 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.

(If a proposal is disapproved at any level, it is returned through the Academic Senate secretary to the

- 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.

C/data/proposaltracking sheet ACAD 10 10 01

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

Chair/Dean of the submitting college who then notifies the originator.)

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

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

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(proposal explanation, submitter and college chair/dean signatures on attached program/degree or course revision form)					
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Copies sent to originating college and					
registrar's office					



## College of Arts and Sciences

P.O. Box 7751 • Havre, MT • 59501-7751 Phone (406) 265-3700 • Fax (406) 265-3777

TO: Larry Strizich

FROM: Will Rawn

DATE: March 25, 2004

RE: Catalog copy changes

The Department of Education has requested catalog copy changes for Admission and Retention in the teacher education program. Changes are indicated by strike out or bold on attached draft. I am forwarding this to the Academic Senate for information purposes only.

cc: Sandra Copenhaver

Draft <sup>2</sup>

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#### **Admission to Teacher Education**

Upon declaring an education major, students will be classified as a pre-education major. Each student is assigned an education faculty-advisor. With the assistance of an advisor, each student should plan a program of studies study and work toward Level-I One Admission to Teacher Education.

All students seeking admission to the undergraduate education program for initial educator license are required to apply to the College of Education for Admission to Level One Teacher Education. Level One (pre-student teaching) Admission to Teacher Education is required of all students prior to their enrolling in any professional education core courses at the 300 level or above. Upon admission to Level One, students will be referred to as candidates and be classified as education majors.

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Admission to Level One of the Teacher Education Program is granted by the Teacher Education Admission and Retention Committee after a thorough evaluation of the eandidate's student's application. The application packet is available in the Education Office.

Student applicants will be notified according to the following classifications:

- 1. Approved for final Level One admission
- 2. Granted provisional admission (one semester only)
- 3. Not approved and dropped from the teacher education program

An applicant A student who is granted provisional admission will be monitored for progress in the professional sequence and will be dropped from the Teacher Education Program if he/she fails to meet the provisions specified when granted the for provisional status are not met. An applicant A student who is not approved or a candidate who is suspended from the program may petition appeal the decision the Teacher Education Admission and Retention Committee. The first step in the appeals process is to by notifying the Chair/Dean of the College of Education, Arts & Sciences, and Nursing and Graduate Studies in writing. The complete appeals process is outlined in the Student Handbook. It is the responsibility of the student to familiarize themselves with the policy. Additional copies of the handbook are available from the education department. Other department information is available at www.msun.edu/education.

No required professional education major, minor, or area of concentration courses may be taken on a pass-fail basis (except EDUC 400 and EDUC 450 and EDUC 475).

Students not admitted to the program, candidates who do not have the required prerequisites, or students suspended from the program who are registered for EDUC courses above the 300 level will be administratively withdrawn from the course(s).

Grades below C are not accepted in required professional education courses or in courses included in the major, minor, or areas of concentration.

Coursework seven (7) years or older will be evaluated on a case-by-case basis for matriculation into the program.

# **Student Teacher Practicum**

Students Candidates seeking to be recommended for an educator license through the Teacher Education Program at Montana State University-Northern will must successfully complete a teaching practicum in their senior year. The student candidate must apply and have acquired Final Admission to Level Two of the Teacher Education Program the semester prior to enrolling in EDUC 400 Elementary Teaching Practicum and Seminar, or EDUC 475 Elementary and Secondary Teaching Practicum and Seminar. In addition, the student candidate must have completed appropriate all professional education courses. The teaching practicum is a full time responsibility, therefore, the student should not engage in outside work or the candidate will not be allowed to enroll in additional courses during this time. Additionally, candidates are strongly discouraged from outside work. Students Candidates wishing to student teach outside the State of Montana must apply by midterm the semester before they plan to student teach. A \$100 fee is assessed to all candidates enrolled in EDUC 400, EDUC 450 or EDUC 475.