ACADEMIC SENATE PROPOSAL TRACKING SHEET
(Document To Be Originated By Academic Senate Secretary On Canary Color Paper)

NOT APPROVED

All proposals MUST have their originating college faculty body (Ex. Arts & Sciences, Education, and Nursing/ Technical Sciences) approval and must be signed by the submitter and the college dean before it is 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.
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 Dean of the submitting college who then notifies the originator.)

Proposal # 07-03 | **Title:** Proposal Form for Campus Policy or Procedure Change
(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)

	Date				
Received by ACAD Senate Forwarded to Teacher Ed Council	10/11-07 N/A	Approved _____	Disapproved _____		
		Signature		Date	
Forwarded to Gen Ed Committee		Approved _____	Disapproved _____		
		Signature		Date	
Returned to ACAD Senate Forwarded to Curriculum Committee	_____	Approved _____	Disapproved _____		
		Signature		Date	
Returned to ACAD Senate for Vote		⊠ Approved 11/20/07 Greg Clouse	Disapproved ~~____~~ 11/20/07		
		Signature		Date	
Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting	2/26/08	Approved _____	Disapproved _____		
		Signature		Date	
① Forwarded to Provost for Approval/Disapproval	2/27/08	Approved _____	Disapproved ✗ 3/24/08		
		Signature		Date	
Forwarded to Chancellor for Approval/Disapproval	3/28/08	Approved _____	Disapproved _____		
		Signature		Date	

Copies sent to originating college and registrar's office _____
Updated 09/29/05

① disapproved, current policy & procedures process adequate.

FROM: Lanny Wilke

TO: Academic Senate

DATE: 11 October 2007

SUBJECT: Form for Policy or Procedural Changes at MSU-Northern

I would like to submit the attached form for use by MSU-Northern when considering changes to campus policies or procedures. I think it is vital that we begin considering the consequences of changes on students, on the University, and on retention, and that we have an understanding of both the benefits and limitations of those changes.

Montana State University - Northern
Campus Policy or Procedure Change Proposal

Topic:

Present Policy or Procedure (from catalog or other source)

Proposed Policy or Procedure

Rationale for Policy or Procedural Change

Impact on Students

Impact on the University (publicity, costs, etc.)

Impact on Student Retention

Possible Objections to this Proposal

Limitations of this Proposal

Submitted by: _____   **Date:** _____