

# 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. Arts & Sciences, Education and Nursing; Technical Sciences) approval and must be signed by the submitter and the college 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): 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.)**

<b>Proposal #</b> <u>10-16</u>	<b>Title:</b> <u>Major, Minor, + Advisor Changes</u>
(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)	

	Date				
Received by ACAD Senate	<u>3-22-11</u>				
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	_____				
Forwarded to Graduate Council	_____	Approved _____	Disapproved _____		
		Signature _____		Date _____	
Returned to ACAD Senate for Vote	<u>3-22-11</u>	Approved <u><del>_____</del></u>	Disapproved _____		
		Signature _____		Date <u>4-27-11</u>	
Forwarded to Provost for Approval/Disapproval	<u>4-27-11</u>	Approved <u>✓</u>	Disapproved _____		
		Signature <u>Rosalyn Annette Tompkins</u>		Date <u>5-2-11</u>	
Forwarded to Chancellor for Approval/Disapproval	_____	Approved <u>✓</u>	Disapproved _____		
		Signature <u>Art Tule</u>		Date <u>5-3-11</u>	
Copies sent to originating college and	_____				



## **MAJOR, MINOR OR ADVISOR CHANGES**

Degree-seeking students may change their academic majors and minors by completing a change of major form and return it to the appropriate College office, following procedures available from the Registrar's Office.

Non-degree-seeking students may apply for degree-seeking status at the Office of Admissions.

For students who have not declared a major, the Advising Center provides academic advising to help students fulfill their general education requirements and to select a major field of study. Montana State University - Northern will allow students to remain undeclared until they have earned 45 semester hours. After a student has earned 45 semester hours, the student must declare a major, enroll in TRST 103 Transitional Life/Career Exploration, or petition the Admissions & Standards Committee to continue attending without a declared major. Some academic majors require that specific courses be taken during the freshman and sophomore years. Students should, therefore, declare their intended major as early as possible to ensure proper advisement.

Degree-seeking students who have not selected majors are assigned a faculty advisor by the Advising Center and may request a change of advisor at that office. Those who have selected a major are assigned faculty advisors by the academic College which administers their chosen major and may request a change of advisor from the Dean of that academic College. Non-degree-seeking students are not assigned faculty advisors, but may seek assistance from the Registrar's Advising Center.

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