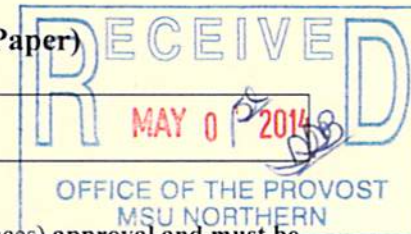


ACADEMIC SENATE PROPOSAL TRACKING SHEET
(Document To Be Originated By the Academic Senate Secretary On Canary Color Paper)

Proposal # 13-21	Title: Request for Continuous Involvement in Graduate Programs (Proposal explanation, submitter and college dean signatures on attached program/degree or course revision form.)
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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 or General Education Inclusion form) to the Academic Senate Secretary. **NOTE: Level 1 or Level 2 forms must be submitted concurrent with this proposal where applicable. For Education proposals, PEU approval must be received prior to forwarding the proposal to the Senate.**
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. A transmittal e-mail will be sent to the Recording Secretary of the receiving committee, cc Provost's Administrative Assistant, by the Academic Senate Secretary. A digital copy of the proposal will be linked on the Academic Senate Proposal page by the Academic Senate Secretary.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is returned to the Academic Senate Secretary for forwarding 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, via the Academic Senate, when a proposal is disapproved and the proposal is returned to the originator. Upon completion of committee action, the proposal will be returned to the Academic Senate Secretary, and a transmittal e-mail sent by the Committee Recorder to the Senate Secretary, cc Provost's Administrative Assistant.
4. The Academic Senate considers the proposal and recommends approval or disapproval. If approved, the proposal is forwarded to the Provost for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration, utilizing the procedures set forth in the Senate Bylaws. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. Approved proposals will be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor. From this point forward, the Provost's Administrative Assistant will update the Proposal page on the website by contacting the webmaster.
7. The Chancellor approves or disapproves the proposal.
8. The proposal will then either be implemented or referred to MSU for further action. The tracking page on the Provost site will be updated as required.

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/senate/proposals.htm>

Documentation and forms for the curriculum process is also available on the web page:
<http://www.msun.edu/admin/provost/forms.htm>

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

See back for tracking form

	Date	Action Taken	Signature	Date	Comments/Reason for Disapproval	Sent to	Date	Transmittal E-mail sent
*Abstract received by Senate Secretary		Copy to Senate President. Forward to Provost.						
*Provost		<input type="checkbox"/> Abstract Approved <input type="checkbox"/> Disapproved						
Received by Senate Secretary	4-28-14	Tracking form initiated	Souder-Coxen	4-28-14		Senate	4-28-14	
General Education Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Curriculum Committee (if applicable)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Academic Senate	4-28-14	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Steven Don	4/30/14		Provost	4-30-14	4-30-14
Full Faculty (if necessary)		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Wm. J. Rugg	5-2-14		Chancellor	5/2/14	
Chancellor		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	GM Hinley	5-20-14				
MSU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
BOR		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
NWCCU		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved						
Provost		Advise originating college and Academic Senate of status. Update Web page.						
Registrar		Catalog/Policy Manual Update						

NOTE: The secretary of the Academic Senate will update the Academic Senate Proposal web page from initial receipt until the proposal reaches the Provost. The Provost's Administrative Assistant will ensure that the current status of each proposal is maintained on the Academic Senate Proposal web page from that point forward.

***Abstract and pre-approval required for new programs ONLY.**

Academic Senate Form 1 (Revised 3/21/2012)

COURSE REVISION FORM

NEW X DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College COEASN Program Area Graduate Studies – Instruction and Learning Date 11/5/13

Submitter [Signature] Dean [Signature] Date 2-5-15
Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):

This new master's level course will support the "continuous enrollment" for a student who selects this option in the program.

Please provide the following information:

College: COEASN

Program Area: Graduate Studies – Instruction and Learning

Date: 11/5/13

Course Prefix & No.: EDUC5XX

Course Title: Graduate Consultation Course

Credits: 3 credits (may be repeated) Pass/Fail

Required by:

Selective in:

Elective in: EDUC

General Education:

Lecture:

Lecture/Lab:

Gradable Lab:

Contact hours lecture:

Contact hours lab:

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):

This course is permitted only for master's degree students who have completed all of their coursework but who need additional faculty or staff time. This course may not be used for degree credit. This course provides the Instruction and Learning student with the option of maintaining graduate status through the Graduate Studies continuous enrollment policy.

Prerequisite: All required content course work must be completed and approval of instructor. The course is Pass/Fail.

Course Outcome Objectives:

TLW:

(1) Maintain graduate status.

(2) Engage in activities and consultation with program faculty to support the submission of exit requirements for program completion.

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

COURSE REVISION FORM

NEW X DROPPED _____ MAJOR REVISION _____ FOR INFORMATION ONLY _____

College COEASN Program Area Graduate Studies - Counselor Education Date 11/5/13

Submitter: [Signature] Dean: [Signature] Date 2-5-14
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):

This new master's level course will support the "continuous enrollment" for a student who selects this option in the program.

Please provide the following information:

College: COEASN

Program Area: Graduate Studies - Counselor Education

Date: 11/5/13

Course Prefix & No.: CNSL5XX

Course Title: Graduate Consultation Course

Credits: 3 credits (may be repeated) Pass/Fail

Required by:

Selective in:

Elective in: CNSL

General Education:

Lecture:

Lecture/Lab:

Gradable Lab:

Contact hours lecture:

Contact hours lab:

Current Catalog Description (include all prerequisites):

Proposed or New Catalog Description (include all prerequisites):

This course is permitted only for master's degree students who have completed all of their coursework but who need additional faculty or staff time. This course may not be used for degree credit. This course provides the Counselor Education student with the option of maintaining graduate status through the Graduate Studies continuous enrollment policy.

Prerequisite: All required content course work must be completed and approval of instructor. The course is Pass/Fail.

Course Outcome Objectives:

TLW:

(1) Maintain graduate status.

(2) Engage in activities and consultation with program faculty to support the submission of exit requirements for program completion.

Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.

Approved at Graduate Council, November 3, 2013.

COEASN review, January 30, 2014. Accepted Rejected

PEU review, 4-18-14, 2014. Accepted Rejected

Submitted to Registrar, _____.

Graduate Studies Policies and Procedures: Conditional Enrollment & Leave of Absences

To maintain graduate status, a student must be enrolled in three (3) or more credits each semester, including summer semester.

Continuous Enrollment

The continuous enrollment policy is applicable for all graduate students after completion of required content course work on the approved graduate degree Program of Study. Failure to maintain continuous enrollment constitutes evidence that the student has resigned from the degree program and Montana State University – Northern.

Leave of Absence (LOA)

Students taking a semester off and not enrolled in any credits are not entitled to use university facilities. Exit requirements may not be conducted during a leave of absence. If a student needs a LOA, notification must be submitted to their degree program prior to the LOA. Absences of more than one semester may be approved for documented reasons (e.g., medical reasons or military duty).

Registration following a Leave of Absence

Students wishing to register for coursework following one or more approved semesters off must file the Application for Re-admission form with the Admissions Office 30 days prior to registration for an intended semester.

Readmission to Graduate Standing

Students absent for more than one academic year (fall, spring, summer) must:

- Reapply to the degree program and to the university by completing the Application for Admission including the application fee and official transcripts of any academic work completed during the absence. The application must be reviewed and approved by the student's major advisor *and* the degree program prior to the beginning of the intended semester;
- Submit a revised Program of Study with the specific degree program. Outdated course work (any course work older than five years) cannot be included in the revised Program of Study;
- In the semester the exit requirements are completed the student must register for a minimum of 3 credits.
- Maintain continuous enrollment through completion of the degree.

Any student admitted to a graduate degree program prior to Fall 2014 is not bound by the continuous enrollment policy. However, students not enrolled for at least one year will need to be reinstated to their graduate degree program to resume graduate studies. As a condition of reinstatement, students will be required to follow the continuous enrollment policy regardless of when they were first admitted.