

original

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 Vice 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: An Internal Appeal Process for the Board of Regents' Credit Cap Policy

SUBCOMMITTEE: Admissions and Standards

PROPOSAL #: 99-05

If a student exceeds the 170-credit limit under Board of Regents' policy 940.27, and wants to appeal the rule that requires him/her to pay extraordinary tuition, he/she must comply with the following policy:

- 1.) the appeal must be filed with the Admissions and Standards committee of the Academic Senate, using a petition form available from the Registrar's office.
- 2.) the only grounds for granting an exception, according to the Regent policy, is "personal extenuating circumstances," which are defined as "extreme cases. . .such as severe personal, medical or family problems (which) necessitate a student's complete withdrawal from the university."
- 3.) if the Admissions and Standards Committee denies the petition, the decision may be appealed by the student to the Provost.
- 4.) if the Provost upholds the Admissions and Standards Committee's denial, that decision may be appealed by the student to the Commissioner of Higher Education.

Rationale:

Board of Regents' policy 940.27 expects campuses to have an internal appeal process. Montana State University-Northern has never formally adopted an appeals procedure to handle this specific policy, however. This proposal corrects that oversight. The proposed policy is modeled after similar appeals procedures at the Missoula, Bozeman and Billings' campuses, though no campuses follow exactly the same process.

Action Signatures:

Roger A. Barbn  
Submitter

Date 9/30/99

Lloyd C. Heath  
Committee Chair

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

[Signature]  
Faculty Senate President

Approve  Disapprove \_\_\_\_\_ Date 1-18-00

Roger A. Barbn  
Vice Chancellor for Academic Affairs

Approve  Disapprove \_\_\_\_\_ Date 1/26/00

[Signature]  
Chancellor

Approve  Disapprove \_\_\_\_\_ Date 1/27/00

