

# 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> 10-17	<b>Title:</b> Scholastic Probation/Suspension
(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)	

	Date	
Received by ACAD Senate	3-22-11	Review Changes
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	3-22-11	Approved  Disapproved <u>3/22/2011</u> Signature _____ Date _____
Forwarded to Provost for Approval/Disapproval	3-23-11	Approved  Disapproved _____ Signature <u>Rosalyn Anstine Jempleton</u> Date <u>2-20-12</u>
Forwarded to Chancellor for Approval/Disapproval	_____	Approved  Disapproved <u>2-22-12</u> Signature _____ Date _____
Copies sent to originating college and	_____	

## SCHOLASTIC PROBATION/ SUSPENSION REVIEW

Students whose semester and/or cumulative grade point average falls below 2.00 will be placed on academic suspension or probation according to the following guidelines. Suspended students may appeal for readmission prior to their elapsed suspension period by means of forms and procedures available from the Registrar's Office.

1 Scholastic Warning: Applies only to first-time freshmen or new students who have earned less than twelve credits from a regionally accredited post-secondary institution. Such students are placed on scholastic warning at the end of their first semester of enrollment if they earn less than a 2.00 cumulative grade point average. A student may be on academic warning a maximum of one semester. Probation or suspension status applies to all subsequent enrollments in which the cumulative grade-point average remains below a 2.00

2 Scholastic Probation: Students (other than those described in situation 1 above) are placed on probation at the end of a semester of enrollment when their cumulative grade point average falls below a 2.00. Transfer students (admitted under special conditions) who have earned 12 or more semester credits and whose transcript(s) indicates less than a 2.00 cumulative grade point average are admitted on scholastic probation.

3 Continued Scholastic Probation: Students may continue to enroll while on probation provided they earn at least a 2.00 semester grade point average, even though their cumulative grade point average remains below a 2.00.

4 Restrictions in enrollment while on Scholastic Warning or Scholastic Probation status: No student on scholastic warning or probation may enroll for more than ~~4~~2-13 credits during the semester without approval of the Admissions and Standards Committee. [Students on Scholastic Warning or Scholastic Probation are required to enroll in the one credit course, TRST 102 Study Skills.](#)

5 Removal of Scholastic Probation: Such academic standing is removed when the cumulative grade point average is raised to a 2.00 or higher.

Scholastic Suspension: Students currently enrolled on scholastic probation or continued on scholastic probation are suspended when both the semester and cumulative grade point average are below 2.00. The first suspension from Montana State University-Northern will be for one semester. The second suspension will be for one calendar year. Students suspended for a third time, or those seeking early re-admission from a first or second suspension, must appeal by petition to the Admissions and Standards Committee.

A student re-admitted after a period of suspension will be placed on scholastic probation.

Suspended students may attend classes until their appeal is decided.