

# 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>10-09</u>	<b>Title:</b> <u>Graduate Studies Handbook</u>
(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)	

	Date				
Received by ACAD Senate	<u>2-15-11</u>				
Forwarded to Gen Ed Committee	_____	Approved _____	Disapproved _____		
		Signature	Date		
Returned to ACAD Senate	<u>2/22/11</u>				
Forwarded to Curriculum Committee	_____	Approved _____	Disapproved _____		
		Signature	Date		
Returned to ACAD Senate	_____				
Forwarded to Graduate Council	<u>2-16-11</u>	Approved <u>X</u>	Disapproved _____		
		Signature	Date		
Returned to ACAD Senate for Vote	<u>2-22-11</u>	Approved <u>X</u>	Disapproved _____		
		Signature	Date		
Forwarded to Provost for Approval/Disapproval	<u>3-23-11</u>	Approved _____	Disapproved _____		
		Signature	Date		
Forwarded to Chancellor for Approval/Disapproval	_____	Approved _____	Disapproved _____		
		Signature	Date		
Copies sent to originating college and	_____				

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Proposal #	Title: Graduate Studies Handbook
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(proposal explanation, submitter and college dean signatures on attached program/degree or course revision form)

	Date			
Received by ACAD Senate _____	_____	Approved _____	Disapproved _____	
Received by Professional Education Council _____	_____	<i>Rosalyn Anstero-Jempletton</i>		2-2-11
		Signature	Signature	Date
Forwarded to Gen Ed Committee _____	_____	Approved _____	Disapproved _____	
		Signature	Signature	Date
Returned to ACAD Senate _____	_____	Approved _____	Disapproved _____	
Forwarded to Curriculum Committee OR _____	_____			
Graduate Council _____	_____	Signature	Signature	Date
Returned to ACAD Senate for Vote _____	_____	Approved _____	Disapproved _____	
		Signature	Signature	Date
Sent to Provost's office for Full Faculty vote _____	_____	Approved _____	Disapproved _____	
Voted on at Full Faculty meeting _____	_____	Signature	Signature	Date
Forwarded to Provost for Approval/Disapproval _____	_____	Approved _____	Disapproved _____	
		Signature	Signature	Date
Forwarded to Chancellor for Approval/Disapproval _____	_____	Approved _____	Disapproved _____	
		Signature	Signature	Date
Copies sent to originating college and registrar's office _____	_____			

**PROGRAM/DEGREE REVISION FORM**

**NEW** \_\_\_\_\_ **DROPPED** \_\_\_\_\_ **MAJOR REVISION** \_\_\_\_\_ **FOR INFORMATION ONLY** **X**

College Graduate Studies Program Area Graduate Studies Date 1/31/11

Submitter *[Signature]* Dean *Rosalyn Christine Templeton* Date 2-2-11  
 Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s).  
*The Graduate Studies Handbook of Policies and Procedures is revised to reflect the current policies and practices for publication to graduate applicant, graduate students and the University. The revisions to the handbook will be effective upon the signature of the Chancellor.*

Please provide in the space below a “before and after” picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.  
*All changes are to reflect current policies and practices in Graduate Studies.*

**PROPOSAL TITLE** N/A

**Current Program listed  
in 10-11 Catalog**

Course Prefix	#	Course Title	Credits
		N/A	
<b>Total</b>			

**Proposed Program  
for 10-11 Catalog**

Course Prefix	#	Course Title	Gen-Ed Credits	Degree Credits
		N/A		
<b>Total</b>				

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

## **Graduate Studies Handbook of Policies & Procedures**

### **Important Notice to All Graduate Students**

This Graduate Studies Handbook is published by Montana State University-Northern as a guide for students, faculty and others interested in the institution and its graduate degree offerings. Students are expected to be familiar with the University regulations published in the current catalog and information which is set forth in this publication.

The University reserves the right to change the fees, rules, and calendar regulating admission and registration, instruction in, and graduation from the college, and to change any other regulation affecting the student body. Changes will be implemented whenever authorized by the University and shall apply to un-matriculated and matriculated students in the University. The University, with the concurrence of the Board of Regents, reserves the right to add or withdraw courses and degree programs at any time.

## **OFFICE OF GRADUATE STUDIES POLICIES**

### **ADMISSION POLICY AND REQUIREMENTS**

At Montana State University-Northern, any student who has earned a baccalaureate degree from a regionally accredited college or university has the opportunity to pursue graduate study. However, admission decisions for specific graduate programs are made for each applicant individually, and applicants may or may not be judged acceptable to the specific graduate program, regardless of the institution from which credentials are submitted.

In addition to the admission requirements given in this section, each applicant must review the admission requirements for specific graduate programs available upon request from the Office of Graduate Studies. It is the responsibility of applicants to ensure that all appropriate application materials are submitted to the University and to their graduate program.

To be eligible to register for graduate course work, all applicants must be admitted to the University. The applicant must:

- Complete the MSUN *Application for Admission to Graduate Programs* form prior to registration for the first term of course work numbered at the 500 level;
- Applicants must specify on the application for admission either graduate Non-degree seeking or graduate Degree-seeking status;
- Submit official transcripts of all undergraduate and all previous graduate course work to the Admissions Office;
- Forward a non-refundable \$30.00 admission fee; and
- For students born after December 31, 1956, submit proof of MMR immunization that was administered after December 31, 1967. The immunization dates must also be after the student's first birthday. Montana State law requires documentation that proves two immunizations against measles were given at least 30 days apart, and proof of rubella immunization. Any immunizations administered after June 11, 1993 must be an MRMR. A physician, health agency or school official must sign the record.

### **Graduate Non-Degree Status**

Non-degree seeking graduate students are those who have previously earned baccalaureate degrees and:

- Do not wish to pursue a graduate program leading to an advanced degree at the University; and
- Do not meet graduate degree admission requirements for Full or Provisional admission.

Application of credits toward a graduate degree is not applied to any degree until the applicant has been accepted to the specific program.

**Graduate Degree seeking status****NON-MATRICULATED**

Students are considered “non-matriculated” when they have not been accepted into a specific graduate program by the first day of the semester in which they are registered.

Non-matriculated applicants who apply for and are denied admission to a specific program may continue in non-degree status. All coursework taken as a non-matriculated graduate student will not fulfill graduate program degree requirements if the candidate is denied admission to the specific program.

Twenty-five percent of graduate credits earned as a non-matriculated student may apply toward the specific graduate program’s degree requirements upon full or provisional admission to the program.

### **ADMISSION REQUIREMENTS FOR SPECIFIC GRADUATE DEGREE PROGRAMS**

Applicants must first meet the admission requirements for the University and apply for admission to the graduate degree programs. Admission requirements for specific programs vary. Applicants must specify the graduate program they are seeking for admission and request application for the specific graduate programs from the Office of Graduate Studies. Requirements for admission to the specific graduate degree programs are in addition to the University admission requirements.

**GRADUATE DEGREE PROGRAM ADMISSION STATUS**

Admission status to a specific graduate program is described below. The admission date for Full or Provisional determines the program’s graduation requirements unless University regulations and policies affecting the graduate programs are changed.

**Full Admission to Graduate Program (Matriculated)**

- Applicant has met all University and specific program admission requirements.
- The admission date determines the specified program and graduation requirements for that catalog unless University regulations affecting the program are changed.

**Provisional Admission Status to a Graduate Program**

Provisional admission may be granted to an applicant who

- Has not satisfied the program’s minimum requirements for full admission;
- Lacks certain basic undergraduate courses required in the major field which must be satisfied before full admission.

The candidate must meet the identified provisions before Full admission to the specific program.

- Provisions, as stated in the admission's letter from the Office of Graduate Studies, must be removed within the specified period time or provisional status will be rescinded and the student will be moved to non-degree seeking, nonmatriculated status.
- The admission date determines the specific program and graduation requirements as outlined in the catalog.

### **DENIED ADMISSIONS TO A GRADUATE PROGRAM**

Applicants who are denied Full or Provisional admission may reapply to the program. Upon an admission's denial, the applicant will be classified as a non-degree seeking, non-matriculated graduate student.

### **Appeal Procedures**

Exceptions and deviations from graduate admissions and other academic policies may be requested through petition forms and procedures available in the Office of Graduate Studies. Petitions and requested waivers are reviewed in a timely manner by the program faculty and the Graduate Council. Students are notified by mail of the disposition of the appeal. In some cases, the appeal or petition may be forwarded to the University's Admissions and Standards Committee. Students have due process rights to appeal any decisions to the Provost's Office.

### **Graduate Student Responsibilities**

Montana State University-Northern bestows substantial freedom on graduate students to monitor their own program requirements. University regulations, programs, curricula, and fee schedules are subject to change without notice, and graduate students in degree programs are responsible for meeting requirements and procedural standards. Failure to be informed does not excuse a student from responsibility or from any sanction, penalty or difficulty which may be encountered.

### **ADVISORS AND GRADUATE PROGRAM COMMITTEES**

#### **Advising:**

Upon admission to a specific program, the Office of Graduate Studies will assign the student a major advisor who will assist in planning a degree program to meet the individual's program objectives. Students must confer with their major advisor prior to registering for classes.

The student's major advisor must recommend approval of all transfer course work or substitutions for courses requested by the graduate student. Official transcripts and course syllabi must accompany all requests for coursework not taken at the University.

#### **Graduate Program Committee:**

Following admission to a specific graduate program, the student must declare intent for the thesis option for program exit requirements (see specific graduate program for

guidelines) at or before completion of 50 percent of the program's required coursework. If the candidate is approved to submit a thesis, the Office of Graduate Studies will designate a graduate committee. Committee members must include the student's advisor and at least two University graduate faculty members. Upon approval by the Office of Graduate Studies, faculty affiliates (i.e., faculty from other institutions and nonacademic experts) may serve in addition to the three faculty members, but not as Chair.

The functions of the graduate committee include, but are not limited to:

- Approving the thesis proposal.
- Approving the completed thesis and its defense.

### **STANDARDS OF SCHOLARSHIP**

The University expects its graduate students to maintain high standards of scholarship. Graduate students must maintain a minimum 3.00 grade point average.

- A maximum of three (3) credits of C level work may be applied to the master's degree program. (See specific programs for limitations.)
- A student who fails to maintain a 3.00 grade point average will be placed on probation at the end of the term the grade point average falls below 3.00. If by the end of the following term the graduate student has not raised his or her grade point average to 3.00 or above, the student will be dismissed from the graduate program and from further study at the University.
- Students receiving a grade of "C", "D", or "F" may repeat the course one time; the original grade shall remain on the transcript and be computed in the cumulative GPA. (See specific programs for limitations.)
- Candidates who receive an "incomplete" for a class must complete the course requirements by the end of the following semester or they will receive an "F".
- Practicum and internship courses require grades of B or better. Any grade below a B demands review of the candidate's performance before the respective course can be re-taken.

### **Course Load Limits**

A full-time course load for graduate students is nine credit hours. For the purposes of calculating a full-time load for a student taking a combination of graduate and undergraduate courses, full session courses, half session course, short-term workshops and interim sessions, a prorated calculation using twelve credits for full load will be utilized.

The full-time course load during summer semester is six credits per each summer session with a maximum of twelve credits. The graduate student's major advisor and the Office of Graduate Studies may approve exceptions for more than the full-time course load with a petition submitted by the student prior to the summer session's start.



### **Policies Governing Use of Special Topics or Independent Study Courses**

A syllabus must be approved by the student's major advisor and the Office of Graduate Studies for each independent study course or special topics course to be applied to a graduate program.

Independent study courses are intended to take the place of, or to cover the same material as courses regularly offered in the graduate program. They are to be employed for investigations into subject matter in greater depth than offered in regular courses or into material not offered in regular courses. A maximum of six (6) credits of special topics or independent study course work may be applied to the graduate degree.

In exceptional situations, when an independent study course or special topics course can be or is intended to substitute for a regular course in the catalog, the independent study or special topics course will be exempt from this policy and it will fulfill the program requirement for the identified course in the graduate program.

### **Graduate Credits Earned**

To fulfill residency requirements, 75 percent of the program's coursework must be completed at the University.

### **Transfer Credit Acceptance**

A maximum of 25 per cent of the required hours may be transferred into the respective graduate programs. These credits must be approved by the student's major advisor, relevant to graduate plan of study, and earned at the graduate level from an accredited institution with a grade of "B" or better. Courses that carry "P" or "S" are unacceptable for transfer credit. Transfer credits must be documented by official transcript and course description, course outline or course syllabus. Credits over seven years old will not be accepted to meet the program requirements.

### **Time Limits for Graduation**

All course work presented for graduation must be earned within seven years from date of Full or Provisional admission to a graduate program. This policy covers course work completed at the University or transferred from another institution prior to receiving admission to the program.

### **Montana State University Professional Education System Collaborative Courses for the Graduate Core in the Master of Education Degree**

In 1996 the three campuses of Montana State University that offer the Master of Education degree agreed upon a collaborative core of courses to facilitate better access for individuals seeking this degree. Candidates for graduate degrees may use up to 12 credits, solely or in combination, from any of the campuses at Havre, Billings, or Bozeman as part of their degree plan, if approved by the student's major advisor. These credits are treated as credits in residence and do not count against the transfer limit of credits from other institutions. See current catalog for descriptions of the MSU collaborative graduate core.

### **Additional Master's Degrees**

A candidate for a second or additional master's degree must fulfill all requirements for the intended master's degree as specified in all other sections of this publication. A maximum of 25 per cent of the credits completed during a master's degree program may be allowed to apply toward the requirements for a second or additional master's degree at the University. The transferred courses must fall within the time limit regulations outlined in this catalogue.

### **REQUIREMENTS FOR GRADUATION**

- Application for graduation has been timely submitted to the Office of Graduate Studies.
- All courses required in the specific program must have been satisfactorily completed.
- The candidate for graduation must have a "B" (3.00) cumulative grade point average in the program; no more than three hours of "C" work will be accepted toward completion of the degree.
- The candidate for graduation must have satisfactorily completed the exit requirements of their specific program.
- The candidate for graduation who completes a thesis/action research must have submitted two approved copies to the Office of Graduate Studies.
- All credits applied to the master's degree must be earned within seven prior to the awarding of the degree.
- A minimum residency of 75 percent of required credits in the degree program is required. A maximum of 25 percent of the credits may be transferred from other accredited institutions provide they meet all criteria and have received approval from the candidate for graduation's major advisor.

### **GRADUATE FACULTY MEETINGS**

The graduate faculty will meet at least once during each academic semester. Notice is to be sent to each of the graduate faculty at least five working days prior to a regularly scheduled meeting. The Office of Graduate Studies or a petition of 1/3 of the Graduate Faculty shall have the right to call special meetings for the purpose of discussing a specific problem.

### **GRADUATE COUNCIL MEETINGS**

The Graduate Council, as a committee of the Academic Senate, will meet as needed throughout the calendar year. The Office of Graduate Studies may call special meetings as the need arises. A quorum for Graduate Council meetings shall be four members. The Graduate Council shall select a chair person according to the Senate Bylaws. All members of the Graduate Council shall be provided minutes of Graduate Council meetings. Members of the Graduate Council, as well as the campus community, have the right to attend and observe meetings of the Graduate Council. Policies and procedures relative to the graduate programs offered at the University may be amended, added, or deleted after the Graduate Council has presented them to the Academic Senate and approval by the Chancellor.

**IMPLEMENTATION**

The policies of this document shall be implemented immediately upon its review and approval by the Graduate Council, Academic Senate, Provost/Senior Vice Chancellor for Academic Affairs and by the Chancellor.

Upon implementation of this document, students applying for admission to a graduate degree program will be expected to follow the policy and procedures contained herein.

Adopted by the University \_\_\_\_\_.