Template for Submitting Undergraduate Policy Proposals to the ASC.

**Step 1:** Provide a short summary of what you are proposing.

**Step 2:** Submit policy in the formats exemplified below.

* Submit policy using Track Changes and comment functions to indicate changes:



Or

* Use format below to show comparison of changes:

|  |  |
| --- | --- |
| **Old Policy:** | **New Policy:** |
|  | ***Please Note****: For easier reading, a “clean” copy of how the policy would read if these changes are approved is attached at the end of the proposal* |
| In certain instances, undergraduate students | In certain instances, undergraduate students |
| may wish to repeat a course to gain | may wish to repeat a course to ~~gain additional~~ |
| additional knowledge or improve a previous | ~~knowledge or~~ improve a previous |
| performance. Several policies related to | performance. ~~Several policies related to grade~~ |
| grade point average (GPA) calculation and | ~~point average (GPA) calculation and course-~~ |
| course-repeat rules apply, depending on the | ~~repeat rules apply, depending on the grade~~ |
| grade initially received. These policies are | ~~initially received. These policies are described~~ |
| described in the following paragraphs. | ~~in the following paragraphs. Failure to abide~~ |
| Failure to abide by these policies and rules | ~~by these policies and rules may result in a~~ |
| may result in a course grade being treated | ~~course grade being treated differently than~~ |
| differently than expected or not counted at | ~~expected or not counted at all.~~ |
| all. |  |
|  | Please be aware credit is only earned once for |
| Please be aware credit is only earned once | a course that is repeated; if you take a 3 unit |
| for a course that is repeated. | course and repeat it, you will earn 3 units of |
|  | credit, not 6. |
|  | **~~Unit Limits~~** |

**Step 3:** Provide rationale for why this new/changed academic policy is being proposed.

**Step 4:** Complete the Comparison Group table.

|  |  |
| --- | --- |
| **University** | **Policy Similarities or Differences** |
| **State Institutions:** |  |
| 1. Northern Arizona University*(Current form of policy)* |  |
| 2. Northern Arizona University*(Proposed form of policy)* |  |
| 3. Arizona State University |  |
| 4. University of Arizona |  |
| **Peer Institutions:** |  |
| 5. Ball State University |  |
| 6. Central Michigan University |  |
| 7. East Carolina University |  |
| 8. Illinois State University |  |
| 9. Mississippi State University |  |
| 10. Old Dominion University |  |
| 11. Sam Houston State University |  |
| 12. Townson University |  |
| 13. University of Akron-Main |  |
| 14. University of Louisiana at Lafayette |  |
| 15. University of North Georgia |  |
| 16. Virginia Commonwealth University |  |
| 17. Western Michigan University |  |
| 18. Western Michigan University |  |
|  |  |

**Step 5:** If appropriate, include any other data or information relevant to this proposal. *(This might include retention or student success data from NAU or examples of policies from schools not included in the Comparison Group Table).*

**Step 6:** Indicate any stakeholders, groups or individuals that have been part of the development of this proposal.

**Step 7:** Please provide your contact information:

Name:

Department and position:

Group you are representing (if applicable): Email:

Phone: Campus mail: