Faculty Senate Resolution #13-37
Approved by the Faculty Senate: March 19, 2013
Approved by the Chancellor: April 17, 2013

New Guidelines for Creating and Maintaining
University Student Application/Processing Deadlines

<u>Guidelines for Creating and Maintaining University Student Application/Processing Deadlines</u>

The following outlines the internal Faculty Senate process for obtaining Formal Faculty Advice on Administrative Student Application/Processing Deadlines.

1. Student application/processing deadlines are coordinated by the University Registrar, after the creation of the University Academic Calendar has been developed and approved by the Faculty Senate and Chancellor. Additional application/processing deadlines may be added at the discretion of the University Registrar.
2. Student application/processing deadlines are submitted for review to the Academic Calendar Committee each year prior to submission to the Chancellor for approval. Student application/processing deadlines will not be created and presented for review to the Academic Calendar Committee or approved by the Chancellor prior to academic calendars being approved through the normal established approval/review process.
3. Following Academic Calendar Committee review, the committee will submit the deadlines to the Faculty Senate as a means of formal faculty advice following the normal established approval/review process.
4. The Faculty Senate will act on the advice of the Committee and forward a resolution to the Chancellor for consideration. The Chancellor will act according to the established process and notify the Chair of the Faculty that the faculty's formal advice has been received.
5. The formal faculty advice on the student application/processing deadlines will be documented following the same recordkeeping process as all University academic calendars and Faculty Senate actions.
6. The University Registrar will report any necessary revisions to approved and published student application/processing deadlines to the Academic Calendar Committee and Chancellor. The Committee will notify the Faculty Senate of the revisions. The Chancellor maintains final authority prior to updating published student application/processing deadlines.
7. The University Registrar maintains a web link to approved student application/processing deadlines and the Academic Calendar Committee ensures that the web link is included in all approved University Academic Calendars.
8. The University Registrar and Faculty Senate office will oversee the importing of the approved University academic calendars and student application/processing deadlines into Outlook, Entourage or iCal.