

INSTRUCTIONS FOR ASH PROPOSAL ROUTING FORM

The purpose of the Admissions Standards and Honors (ASH) Committee Proposal Routing Form is to track and document actions taken on proposals as they progress through the approval process.

Submit **one original copy** of the proposal to the chair of the ASH Committee. Proposals should be submitted early enough to obtain final approval before the anticipated implementation date. The committee normally meets every other week during the fall and spring semesters. Proposals are presented and discussed at one meeting and voted on at the next meeting.

STEPS

1. Enter the name of the originating unit and the date the form is being completed on the "Department/College/Division" line.
2. Enter the name and e-mail address of the appropriate person to contact with questions regarding the proposal.
3. Enter the proposal summary in the box for this purpose. The summary should not exceed 50 words.
4. Enter the anticipated implementation date. Please be aware that implementation dates can be impacted by when a change in academic policy appears in the LSU General Catalog.
5. Attach to the form the full proposal, justification and any supporting documentation.
6. The department chair or unit head must sign and date the form.
7. The dean or division administrator (e.g., vice chancellor, student body president, etc.) should sign, date and forward the form to the chair of the ASH Committee.
8. If the ASH Committee approves the proposal, the chair will sign, date and forward the form to the president of the Faculty Senate.
9. The president of the Faculty Senate will determine if he or she can approve the proposal. If not, the president will forward the proposal to the Faculty Senate Executive Committee and/or the Faculty Senate for consideration. If the proposal is approved, the president will forward the proposal to the Office of Academic Affairs for approval.
10. If the provost approves the proposal, he or she will forward the proposal to the Office of the University Registrar for imaging.