FACULTY SENATE

Curriculum/Academic Policy Transmittal Document

SACRAMENTO STATE

This document must accompany all new and/or amended curriculum or academic policies to aid review by the Faculty Senate and the President. It also accompanies approved policies for updates to the University Policy Manual.

Policy Title:

New FS#:   **Effective Date:**

FS # of the policy that was superseded:

Senate approval date: President's approval date:

Policy Statement: Provide a brief, general statement of the policy's purpose.

What is the reason for creating or amending this policy?

List any policies that are cross-referenced in this policy, and provide information on plans to update cross-referenced policies, if necessary.

Consultation: Which groups were consulted with or participated in the development of or amendment of the policy? Check all that apply.

Senate Committees:	☐ APC ☐ CPC ☐ FPC ☐ GE/GRPC ☐ GSPC
	☐ Other
Administration:	☐ University Counsel ☐ Dean(s) ☐ Provost ☐ Registrar
	☐ Student Affairs ☐ Vice President(s) ☐ Other
Campus Community:	☐ Academic Units/Library ☐ ASI ☐ Campus Forums
	☐ Graduate Advisors ☐ Other

For each box checked above for Consultation, provide when the consultation occurred, names of individuals consulted, and a brief summary of the discussion.

Who the policy applies to: Groups that are expected to abide by the policy (e.g. faculty, students, advisers, etc.)

Responsibilities: What positions and/or departments have responsibility for carrying out individual aspects of the policy (use specific position titles, department names, administrative units, etc.)

Procedures: Provide a description of the procedure necessary to carry out or implement the policy.