

FEC Action Flowchart						
Shaded square bold face = decision point						
Action	Originates at	Received by	Forwarded to	Forwarded to	Forwarded to	Notification by
FEC Business						
Job description requests	Department	Asst to DOF	FEC			Asst to DOF
Course replacement requests (sabbatical, 2-2)	Department	Asst to DOF	FEC			Asst to DOF
Graduates approval (winter; spring; post-bac)	Registrar	Asst to DOF	FEC	Faculty	BOT	BOT Office
New faculty position requests	Department	Asst to DOF	FEC			FEC Chair
Commencement participation petitions	Student	DOF/Asst to DOF	FEC			FEC Chair
CAR appeals	Student	DOF	FEC			FEC Chair
Individual faculty appeals/requests	Faculty members	Any member of FEC	FEC			FEC Chair
Program review deferral requests	Program	DOF	FEC			FEC Chair
Program review reports	Program	Asst to DOF	FEC liaison	FEC		FEC Chair
Request to return vacated positions	Department	Asst to DOF	FEC			FEC Chair
Request for position conversion	Department	Asst to DOF	FEC			FEC Chair
Updates to Faculty Handbook	???	Asst to DOF	FEC	Faculty	Faculty Meeting	Faculty minutes
Approval of FEC minutes	Asst to DOF		FEC			Asst to DOF
APS Business						
Course proposals	Department	Asst to DOF	APS	FEC	Faculty Meeting	Faculty Minutes
Major/minor/program catalog changes	Department	Registrar	APS	FEC	Faculty Meeting	Faculty Minutes
New majors/minors/program proposals	Department	Asst to DOF	APS	FEC	Faculty Meeting	Faculty Minutes
GE course petitions: approved	Student	Registrar	APS	FEC		APS Chair/Registrar
GE course petitions: denied	Student	Registrar	APS			APS Chair/Registrar
Self-designed major/minor petitions: approved	Student	Registrar	APS	FEC		APS Chair/Registrar
Self-designed major/minor petitions: denied	Student	Registrar	APS			APS Chair/Registrar
CAR Business						
Academic policy petitions	Student	Registrar	CAR			Registrar/CAR Chair
CAR decision appeals	Student	Registrar	CAR			Registrar/CAR Chair
Probation/suspension/warning decisions		Registrar	CAR			Registrar/CAR Chair
Petitions to CAR decisions	Student	Registrar	FEC			FEC Chair
COSA Business						
Student petitions	Student	COSA director	COSA			COSA Director
Student applications	Student	COSA director	COSA			COSA Director
GWSC Business						
Gender & Women's Studies course petitions: approved	Student	Registrar	GWSC	FEC		Registrar via Asst to DOF
Gender & Women's Studies course petitions: denied	Student	Registrar	GWSC			Registrar via Asst to DOF
RESC Business						
Race & Ethnic Studies course petitions: approved	Student	Registrar	RESC	FEC		Registrar via Asst to DOF
Race & Ethnic Studies course petitions: denied	Student	Registrar	RESC			Registrar via Asst to DOF