

## Guide for Proposal Names

### Non-Curricular Proposals / Policy Proposals

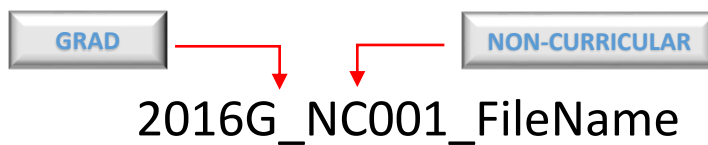
*This applies to proposals to be considered by the Graduate Council.*

The document name gives information about the year a proposal originates from.

File names will be assigned by the Office of Academic Affairs upon receipt of eligible proposal, and the files will be posted to either the graduate website, as appropriate.

All proposal files are to be emailed to [curriculum@astate.edu](mailto:curriculum@astate.edu) for inclusion in curriculum committee agenda.

#### File Name Guide - Non-Curricular / Policy Proposals



Approved files will be posted with the word 'APPROVED' preceding the file name. Example:

2016G\_NC001\_APPROVED-FileName

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This naming guide is based off of the curricular proposal naming guide for UCC and GC. Below is an excerpt from this document. To see the full document, please click on the following link:

[http://www.astate.edu/a/shared-governance/shared-governance-committees/undergraduate-curriculum-council/forms/supp-docs/Guide for Proposal Names.pdf](http://www.astate.edu/a/shared-governance/shared-governance-committees/undergraduate-curriculum-council/forms/supp-docs/Guide%20for%20Proposal%20Names.pdf)

**File Name Guide**

2016U\_NHP01\_FileName

2016G\_BU01\_FileName

Approved files will be posted with the word 'APPROVED' preceding the file name. Example:

2016U\_NHP01\_APPROVED-FileName

2016G\_BU01\_APPROVED-FileName