

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE  
REFERRAL REQUEST FORM**

Please provide all information requested in this form. Incomplete referrals will be returned. Referrals must be submitted in electronic form to: **senate@csupomona.edu**

**Date:** \_\_\_\_\_

**Names and titles of proponents:**

\_\_\_\_\_

**KEYWORDS:** (list at least 3 keywords to facilitate referral access through database)

\_\_\_\_\_

**TITLE OF REFERRAL:** \_\_\_\_\_

**BACKGROUND:** (Provide background on the need for this referral and how it will benefit the University. Clearly state the expected outcome(s) or action(s) requested)

**RECOMMENDED RESOURCES:** (Provide a list of persons and documents that could be consulted for additional information on this topic)

The Executive Committee (EC) forwards the referrals to a standing committee that researches the proposal, contacts resources, and submits a report. The EC reviews the report, forwards it to the Senate or returns it to the standing committee for additional information, clarification, or review. After the EC accepts the report it is placed on the agenda of the next Academic Senate meeting for a first reading and a month later for a second reading where voting takes place. The referral is then sent to the President for approval. **Depending on the topic the process may take from 1 to 3 quarters.** A motion to waive the first reading, if approved by the Senate, would reduce the wait time by one month.

Is there a deadline by when this referral needs to be considered by the Academic Senate? \_\_\_No \_\_\_Yes, by \_\_\_\_\_ (date).

Justification for deadline:

**Referrals will be placed on the agenda of the next meeting of the Executive Committee if submitted no less than 5 work days (a week) before the date of the meeting. Under special circumstances and whenever possible, requests to waive the deadline may be granted with an appropriate justification.**