**Catalog Update Form for Academic Departments**

 **School/College\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department/Division\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To improve the quality, and accuracy of the Academic Catalog, we are moving to an annual review and update process which coincides with the Annual Department Reporting cycle. Standardizing the timeframe for catalog edits will improve the coordination and tracking of updates.

Please use this form for program/certificate/degree/course information changes pertaining to your department.

**Important:** For new course information, revisions and/or minor and major changes as noted by an “\*”, this form is supplemental to the current course change form. Please include both forms if applicable.

Note that all catalog updates must have Dean approval before OSA will complete the update. Completed forms should be submitted via email to your Dean by **June 30, 2019**.

**CATALOG UPDATE REQUEST (check one):**

* Updating Policy or Procedure
* Adding new information on programs or processes
* Creating a new course (no previous course offering)\*
* Modifying an existing course (course previously offered, content remains the same)\*
	+ Please briefly note what is being modified:

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* Reactivating a course (course previously offered and inactivated)\*
* Deactivating a course (course will no longer be offered)\*
* Adjusting Pre-Requisites\*
* Creating new Certificate
* Updating Certificate
* Deactivating Certificate
* Grading\*
* Other Update/Changes (Please specify):

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**DEAN/ASSOCIATE DEAN APPROVAL:**

These catalog changes are approved.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Item 1: Provide the link to the webpage you are referencing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Current Catalog Information**  | **Updated Catalog Information** |
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Item 2: Provide the link to the webpage you are referencing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Current Catalog Information**  | **Updated Catalog Information** |
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Item 3: Provide the link to the webpage you are referencing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Current Catalog Information**  | **Updated Catalog Information** |
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Item 4: Provide the link to the webpage you are referencing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Current Catalog Information**  | **Updated Catalog Information** |
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Item 5: Provide the link to the webpage you are referencing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **Current Catalog Information**  | **Updated Catalog Information** |
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**For any additional changes, please recreate the table as needed.**