**Catalog Update Form for Non-Academic Units**

**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/Division reporting cycle. Standardizing the timeframe for catalog edits will improve the coordination and tracking of updates.

Please use this form to update policies, procedures, and student information pertaining to your area. If you are updating academic course information, please use the Catalog Update Form for Academic Units.

Please submit this form to your EVP/VP for approval. The EVP/VP will then submit the form to OSA ([osa@pace.edu](mailto:osa@pace.edu)) by **June 30, 2019**. OSA will not accept any forms without EVP/VP approval.

**CATALOG UPDATE REQUEST (check all that apply):**

* Updating Policy or Procedure
* Adding new information on student programs or processes
* Other Update/Changes (Please specify):

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**EVP/VP 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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Item 6: Provide the link to the webpage you are referencing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Current Catalog Information | Updated Catalog Information |
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Item 7: Provide the link to the webpage you are referencing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Current Catalog Information** | **Updated Catalog Information** |
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Item 8: Provide the link to the webpage you are referencing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Current Catalog Information** | **Updated Catalog Information** |
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Item 9: Provide the link to the webpage you are referencing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Current Catalog Information | Updated Catalog Information |
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Item 10: Provide the link to the webpage you are referencing:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Current Catalog Information** | **Updated Catalog Information** |
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If you have more changes, copy and paste the box and text above.