

These ***Request for a Moratorium in an Academic Program*** instructions are to assist departmental, college, and university-level committees and participating units in their review of curricula. For additional assistance contact the Office of Curriculum and Catalog, 439 Administration Building, 355-8420, ucc@msu.edu, www.reg.msu.edu/ucc/ucc.aspx

Instructions by Item Number:

1. **Select a program you would like to request for moratorium.**
2. The **Degree Type** will automatically appear.
3. Indicate the **Effective Start Semester**.
4. Indicate the **Effective End Semester**.
Indicate which current and prospective students will be affected by the proposed change such as students in the degree program. Check past class lists for affected students and their majors. Indicate the alternative major(s) and major code (s) for new or prospective students. This information will be used by the Office of Admissions.
5. **Reason for Moratorium Request.**
Explain the academic rationale behind the proposed moratorium. Please address as many of the following items as apply. This information related to the program **must** be attached to the form by copying and pasting into this field.
 - a. Background information including the considerations which precipitated the request for the moratorium.
 - b. Relationship of this program to similar programs offered at MSU and/or by other educational institutions.
 - c. Expected enrollment per year averaged over the last five years.
 - d. Plan for evaluating the program and need for a moratorium.
 - e. Other information that will assist the Provost and the University-level committees in evaluating the request.
6. **Cooperating Department(s)/School(s)/College(s):** Select any departments/schools/colleges that participate in the offering of any aspect of this program. Your request will automatically route to the head of the selected department/college/unit. If no additional sign-off(s) are needed, select nothing and click the Confirm Cooperating Approvals button below to continue. The selected additional Cooperating Department/School/Colleges will be noted. If this is correct, continue to approval.

The primary administrative unit should approve the *Request for a Moratorium*. The form will be forwarded to each department and college that may be significantly affected, requesting written reactions (favorable or unfavorable), if selected for additional signoffs and reviews. The department chairperson or dean should approve or disapprove the Request form, along with written reactions, as evidence of the review. These comments should be used by the primary administrative unit in reevaluating the request. Signatures do not signify approval. The signed electronic copy of the Request form and the written reactions of the reviewing administrators will be forwarded to the Office of the Provost, Curriculum and Catalog, 439 Administration Building, to assist the Provost and the University-level committees in rendering a decision. If after two weeks the primary administrative unit receives no response from a unit it has requested signoff and review by, the request will become available for College approval and be forwarded to the Office of the Provost, Curriculum and Catalog, 439 Administration Building for the University-level academic governance process.