

**ACADEMIC PROGRAMS:
REQUESTING MORATORIUM for a DEGREE PROGRAM
(Major, Minor, Specialization, Graduate Certificate)**

Overview

A moratorium is a temporary suspension of admission to an academic degree program (major, minor, or specialization) and Type 2 graduate certificates.

A moratorium may be requested for one semester or longer and always has a beginning and ending semester date. A moratorium may be requested for a variety of reasons such as significant program changes stemming from academic program review or low demand for the program.

A moratorium must be requested for an academic program *under consideration* for discontinuation. A request to lift the moratorium may be submitted when the intent is to continue the regular offering of the program.

The value of a program being placed in moratorium is two-fold.

1. It alerts the Office of Admissions that the program is not currently accepting applications from new students.
2. It allows academic units time to consider the quality of the program, implications for the future of the program, and transitional planning.

It is the responsibility of each academic unit to notify the affected students appropriately. Furthermore, if discontinuation is being considered, it is important for the unit to ensure the timely offering of essential courses in the degree program so current students can complete their degree requirements before the effective semester of the discontinuation.

Procedures for Requesting a Moratorium

1. Submit the Request for a Moratorium in an Academic Program form available at: <http://www.reg.msu.edu/Forms/FormsMenu.aspx>
Step-by-step instructions for completing this form are available at: <http://www.reg.msu.edu/Read/UCC/moratoriuminstructions.pdf>.
2. Upon receipt, the University Curriculum and Catalog Office will route the request for consultation to the appropriate academic governance committee, i.e. the University Committee on Academic Policy (UCAP) for undergraduate programs or the University Graduate Council (UGC) for graduate programs.

3. Upon receipt of email notification of the UCAP or UGC consultation, the University Curriculum and Catalog Office will forward a copy of the Request for a Moratorium in an Academic Program form along with a UCAP or UGC recommendation to the Provost for approval or disapproval.
4. Provost makes determination.
5. Upon receipt of notification of approval or disapproval from the Provost, the University Curriculum and Catalog Office will send an email notification of the approval or disapproval to the college responsible for the administration of the program. If approved, a copy of the Request for a Moratorium in an Academic Program form and approval will be forwarded to the Office of Admissions and the Office of the Registrar. These units work collaboratively to remove the program from the application list and the Student Information System (SIS).

All original Request for a Moratorium in an Academic Program forms are filed in the University Curriculum and Catalog Office. All *approved* moratoria requests are available at: <http://www.reg.msu.edu/ucc/whatsnew.aspx>.