Request New/Revised Catalog Descriptive Language Off-Cycle

When a college wants to request new or revised Academic Programs Catalog descriptive language for compliance or accreditation purposes, this process describes who manages related activities. Revisions to catalog policies are made through a separate process.

# **Catalog Descriptive Language Change Request Form (Outside of Regular Catalog Review Cycle)**

* **College** curriculum representative submitsa [Request New or Revised Catalog Language Off-Cycle](https://forms.office.com/r/SzfDirYm30) form.
* **AACC notifies College once requested revision is made.**
* **Note: Typical review cadence for these changes may not be necessary. This is up to the discretion of the** University Curriculum Administrator.

## Glossary

[AACC](https://aacc.msu.edu/) Responsible and coordinating office for HLC approval (Stacia Moroski-Rigney), lead for the Provost Review Committee (Stacia), and University Curriculum Administrator (Joy Davis)

[ED](https://www.ed.gov/) US Department of Education

[EPMO](https://evpa.msu.edu/about/epmo/what-we-do) Enterprise Project Management Office, Executive Vice President of Administration

[FS](https://acadgov.msu.edu/facultysenate) Faculty Senate

[HLC](https://www.hlcommission.org/institution/1346/) Higher Learning Commission, MSU's institutional accrediting agency

[OFA](https://finaid.msu.edu/) Office of Financial Aid

[OOI](https://research.msu.edu/acronyms/ooi) Institutional Research (Organization of Interest) application that is the system of record for all organizations and their org codes, and their placement in the hierarchy of Colleges/MAUs, or VP groupings

[OPM](https://ctli.lib.msu.edu/opm) Online Program Manager

PRC The new Provost Review Committee is a standing group of experts in their areas of budget, CIP Codes, International Education, Professional Licensure, Financial Aid, and others who review submitted applications to the UCC+ Processes Intake Form to prevent unfunded, duplicative, inaccurate, and/or non-compliant applications from reaching the UCC

[RBI](https://finance.msu.edu/financial-strategy) Revenue-based Initiative

[RO](https://reg.msu.edu/) Office of the Registrar

[SIS](https://student.msu.edu/splash.html) Student Information System

[TEC](https://education.msu.edu/te/) The Teacher Education Council reviews curriculum related to teacher certification

TPS Third Party Servicers

[UCGS](https://acadgov.msu.edu/UCGS) The University Committee on Graduate Studies has authority on grading policy for graduate and graduate-professional students. The committee reviews changes in graduate and professional academic programs and recommends approval or rejection to the University Committee on Curriculum.

[UCUE](https://acadgov.msu.edu/ucue) The University Committee on Undergraduate Education exercises the faculty’s delegated authority on all changes in undergraduate academic programs proposed by academic units and recommends their approval or rejection to the University Committee on Curriculum.