Request New or Revised Catalog Language Off-Cycle

This document is designed to assist colleges in preparing to complete the [Request New or Revised Catalog Language Off-Cycle](https://forms.office.com/r/SzfDirYm30) form. Submissions must be made using the Microsoft form to be reviewed by the Provost Review Committee.

# Basic Information

1. Your Name:

2. Your MSU Email:

3. Name of the department, school, program, college, unit requesting the change:

4. Which unit(s) is affected by the change?

5. What level is the applicable change?

* Undergraduate
* Graduate
* Both

# Requested Catalog Language

6. What specific language is being changed?

7. Copy and paste the current language from the catalog.

8. Provide the proposed revised language.

# Rationale

9. Why is this change being proposed?

10. Please address any impact to accreditation, curriculum, or policy alignment as they apply to the revised language.

11. Is this proposed change part of a broader initiative, e.g., general education modernization, accreditation? If so, please describe.

12. Who has authorized this change? Include the name(s), title(s), and approval date(s).

13. Was it approved by a faculty body, curriculum committee, director, dean, or college leadership? Provide the entities and approval date(s).

14. Attach documentation if available (e.g., meeting minutes, endorsement memo) or describe in detail below.

# Effect of Change

15. When should this change take effect? Please identify desired catalog year for the update (e.g. 2025-2026).

16. Who does this change apply to?

* New students
* Current students
* Both

17. How will this affect financial aid?

18. Will the change trigger a University Committee on Curriculum (UCC), Grad Council, or federal aid review? Please identify all affected.

19. Should any other units be informed or consulted? If so, please list.

20. Are there cross-listed courses? Please explain.

21. Are there shared programs? Please explain.

22. Are there interdisciplinary or collaborative degrees? Please describe.