PROCEDURES FOR PROCESSING MORATORIA

1. Requesting department/college processes the Request for a Moratorium in an Academic Program form from the Academic Programs online system at http://www.reg.msu.edu/Forms/FormsMenu.asp.

2. Upon receipt of a moratorium request, University Curriculum and Catalog (UCC) will route the request to the appropriate reviewing body: University Committee on Academic Policy (UCAP) or the University Graduate Council (UGC).

3. Upon receipt of email notification of approval or disapproval from UCAP or UGC, UCC will forward a copy of the moratorium request form and attached approval or disapproval to the Office of the Provost for approval or disapproval.

4. Upon receipt of notification of approval or disapproval from the Office of the Provost, UCC will:
   - forward a copy of the moratorium request form and attached approval to the Office of Admissions and the Office of the Registrar.
   - send an email notification of the approval or disapproval to the college responsible for administering the program.

5. Original approved moratorium forms are filed in the UCC office.

6. All approved moratoria can be found on the web at: http://www.reg.msu.edu/ucc/whatsnew.asp