These Request for a Moratorium in an Academic Program instructions have been updated to assist departmental, college, and university-level committees and participating units in their review of curricula. For assistance contact the:

Office of Curriculum and Catalog, 176 Administration Building, 355-8420, ucc@msu.edu, www.reg.msu.edu/ucc/ucc.asp

Instructions by Item Number:
1. **Department/School/College** must be the primary administrative unit for the program.
2. Include the **program name** and the **degree name** listed in or approved by Academic Council for the current catalog. For example, specify Bachelor of Fine Arts, Master of Social Work, Doctor of Veterinary Medicine, etc. List current curriculum and major codes. (Check SIS, Student Information System, for codes) Check or complete all of the items that apply. List any **departments/schools/colleges** that participate in the offering of any aspect of this program. For resource materials, please visit the Curriculum and Catalog website, www.reg.msu.edu/ucc/policies.asp

3. **Reason for Moratorium Request.**
4. Indicate the Start Semester and End Semester requested for the moratorium.
5. 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.
6. Indicate the alternative major(s) and major code(s) for new or prospective students. This information will be used by the Office of Admissions and Scholarships.
7. **Attachments.** 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.
   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.
   f. **Attach the information requested in Instruction 7.**
8. A signature must appear on each of the first three lines. An interdepartmental program requires these same signatures from all of the cooperating units. (**Typed name should appear with the signature.**) 
9. The primary administrative unit should forward a copy of the Request for a Moratorium in an Academic Program form with attachments to each department and college that may be significantly affected, requesting written reactions (favorable or unfavorable). The department chairperson or dean should sign the copy of the Request form and return it to the primary administrative unit, 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 copies of the Request form and the written reactions of the reviewing administrators must be forwarded to the Office of the Provost, Curriculum and Catalog, 176 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 contacted, it may forward the request to the Office of the Provost, Curriculum and Catalog, 176 Administration Building, along with written evidence that the other unit was contacted. Attach additional pages if necessary. (**Typed name should appear with the signature.**)