



Office of the Registrar
Virginia State University
P. O. Box 9217
Virginia State University, VA 23806

Instructions for Completing the Catalog Change Form

Catalog changes generally fall into one of the areas below.

1. Curricular and Academic Policy Changes are those, which result in changes to academic programs, courses, and/or policies.
2. Administrative Policy Changes are changes that impact operations, increase efficiencies, and set behavioral expectations.
3. Editorial Changes are those that do not impact policy or academic programs. These changes will result in improving the ease of use of the catalog, clarify language, correct typos, or improve catalog production.

The purpose of this form is to aid in determining the type of change needed and tracking necessary changes.

Fill in the departmental contact information so that the requestor, curriculum committee chair or the department chair can be contacted if necessary.

Indicate if the change is for the undergraduate or graduate catalog.

Select the type of change being requested from the list of options. Please use one form for each type of change. For example, if course changes are needed and faculty information requires updating use two forms.

Please be sure to include the page number(s) where the changes should be reflected.

Attach appropriate documentation for changes. All curricular changes should be accompanied by approvals signed by the Provost and Vice President for Academic Affairs.



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CONTACT INFORMATION

College: _____

Department: _____

Program: _____

Requestor's Name: _____

Requestor's Email Address: _____

Requestor's Phone: _____

Department Chairperson: _____

Department Chairperson Email: _____

Catalog: Undergraduate Graduate

TYPE OF CHANGE

Modify Add Delete

ITEM TO BE CHANGED

Course Information Change:

Course Code _____

Course Number _____

Course Title _____

Course Description _____



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Departmental Information Change: (e.g. mission, description etc.)

Mission _____

Description _____

Other _____

Faculty Information Change:

Faculty Name _____

Faculty Title _____

Curriculum Sheet Change:

Brief Description _____

Other Change:

Brief Description _____

Page number(s) associated with change: _____

Current Information: ATTACH PAGE FROM CURRENT CATALOG

New/Modified/Deleted Information: ATTACH FILE OF NEW INFORMATION
(preferably MS Word Document)