**Instructions:** Please provide all relevant information pertaining to the change you are requesting in the fields provided on this form and email the form as well as supporting documentation to **catalog@liberty.edu****.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested By:** |   | **Date of Request:** | Click here to enter a date. |
| **School/Office** |   | **Ex: Registrar Office, Financial Aid, School of Music** |
| **Catalog Year:** |   | **Effective Date of Change:** | Click here to enter a date. |
| **Catalog Version:** | [ ]  **Undergraduate** | [ ]  **Graduate** |
| **Type of Catalog Change:** | [ ]  **Addition** | *Ex: New Program, New Course, New Policy, Administration* |
| [ ]  **Deletion** | *Ex: Delete Program, Delete Course, Delete Policy, Administration* |
| [ ]  **Modification** | *Ex: Changes to existing programs, courses or policies, Administration* |
| **Brief Description of Change:** |   |
| **Reason for Change:** |   |
| **Catalog Section:****(Name of Webpage)** |   |
| **Catalog Page URL:** |   |
| **Supporting Legislation # – (FCC/FSB/GSB/GAC/FIO) as necessary** |
|   |

|  |  |
| --- | --- |
| **Current Catalog Text (as is):** | **Requested Catalog Text:** |
|   |   |