



# Sam Houston State University

*A Member of The Texas State University System*

## OFFICE OF ACADEMIC PLANNING AND PROGRAM DEVELOPMENT

### CourseLeaf Catalog: Out-of-Cycle Update Request

College: \_\_\_\_\_

Other: \_\_\_\_\_

Department: \_\_\_\_\_

Catalog: \_\_\_\_\_ (Ex: 2020-2021)

Update Type Needed	Page URL

Tab(s): \_\_\_\_\_ Section Header(s): \_\_\_\_\_

**Required:** Attach a tracked change document of the catalog page that is needing updates, when submitting to Academic Planning and Program Development.

**Provide the following:**

- a) Justification for needed update
- b) Reason update was missed during the catalog review cycle.

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

APPD Signature: \_\_\_\_\_ APPD Completion Date: \_\_\_\_\_

Date sent to: Degree Works: \_\_\_\_\_ Advising: \_\_\_\_\_