**ADLER UNIVERSITY**

**CATALOG ADDENDUM TEMPLATE**

**Purpose**:

This template is used to make additions or adjustment to a catalog once the catalog editing process has ended.

**Instructions:**

1. Please use this template to submit all catalog adjustments.
2. Complete **all** sections listed below.
3. Return this document **and** the revised catalog section to registrar@adler.edu.
4. Please ensure the revised catalog section is properly formatted and in its final state (check spelling, consistent font type, consistent font size, all track changes accepted, remove comments, no highlighting, etc.). Documents will be returned if they are not formatted and in its final state.

**Reminders:**

**Department Chairs/Program Directors**:

* Communicate curriculum changes to your students.
* Update curriculum/advisement sheets.

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| --- | --- |
| Campus: |  |
| Program(s): |  |
| Catalog Year(s) Impacted: |  |
| Date of Change: |  |
| Purpose of Addendum: |  |
| Detail information changed: |  |