# **University Bulletins**

## **Undergraduate College Page Update Form**

The purpose of this form is to update content that currently appears on the College overview pages in the Undergraduate Bulletin. Change requests submitted on this form by April 1 will be incorporated into the next edition of the University Bulletin.

## **Instructions:**

* Fields with a red asterisk (\*) are required.
* If there are changes to content that already exists in the Bulletin, please include the entirety of the updated content exactly as it should appear in the corresponding section on your college page. The content will be copied directly into the Bulletin exactly as it appears on this form, overwriting what currently appears in the Bulletin in its entirety.
	+ Example: If you have changes to the overview, please do not just include the changes you wish to make. Include the entirety of the overview verbiage as it should appear on your college page.
* Leaving a section blank implies that there are no changes required for that section on your college page.
* Please stay within the recommended word count and use the option to add a URL to direct users to your college, department, or school website.
* If you do not have content for a section, the corresponding tab in the Bulletin will not appear on your page.
	+ Example: If you do not have honors options to list at the college level, the box will not appear in the right rail on your college page.
* Review the accuracy of your information carefully.
* Use student-friendly language that is helpful and explanatory to those new to higher education.
* All information submitted may not be included in the Undergraduate Bulletin.

For more information about the Bulletin update process, please see the [Undergraduate Bulletin Update Policies and Procedures](http://www.registrar.psu.edu/staff/bulletins/update/undergraduate/policies-procedures.cfm).

**COLLEGE IDENTIFICATION**

Please identify your college, enter the name and title of your College Dean, and provide the URL to your college website.

**\*College:**

**\*URL to College Website:**
(Format: http://www.mywebsite.psu.edu)

**\*Name of Dean:**

**\*Dean's Title:**

**OVERVIEW**

A brief description of your college. To provide more information to students beyond the word limit, please enter the URL to the appropriate web page on your college website.

**Overview Description of College: [Word Limit: 150 words]**

**URL to More Information on College Website:**
(Format: http://www.mywebsite.psu.edu)

**COLLEGE MISSION AND GOALS**

A brief description of your college's mission and/or goals. To provide more information to students beyond the word limit, please enter the URL to the appropriate web page on your college website.

**College Mission and Goals: [Word Limit: 50 words]**

**URL to More Information about Mission and Goals on College Website:**
(Format: http://www.mywebsite.psu.edu)

**ACCREDITATION**

If your college or school has an accreditation, the required verbiage to indicate its accredited status.

NOTE: This is not for individually accredited programs within your college. Those notations will be made on the individual program pages.

**Name of Accrediting Body:**

**Accreditation Notice: [Word Limit: 50 words]**

**URL to More Information about Accreditation on College Website:**
(Format: http://www.mywebsite.psu.edu)

**DEPARTMENTS AND SCHOOLS**

A brief description of the departments and schools in your college. In the case of University College, this would be a list of commonwealth campuses.

**Department or school 1: [Word Limit: 50 words]**

**URL to Department/School Website:**
(Format: http://www.mywebsite.psu.edu)

**Department or school 2:** **[Word Limit: 50 words]**

**URL to Department/School Website:**
(Format: http://www.mywebsite.psu.edu)

**Department or school 3:** **[Word Limit: 50 words]**

**URL to Department/School Website:**
(Format: http://www.mywebsite.psu.edu)

**Department or school 4:** **[Word Limit: 50 words]**

**URL to Department/School Website:**
(Format: http://www.mywebsite.psu.edu)

**Department or school 5:** **[Word Limit: 50 words]**

**URL to Department/School Website:**
(Format: http://www.mywebsite.psu.edu)

**Department or school 6:** **[Word Limit: 50 words]**

**URL to Department/School Website:**
(Format: http://www.mywebsite.psu.edu)

**Department or school 7:** **[Word Limit: 50 words]**

**URL to Department/School Website:**
(Format: http://www.mywebsite.psu.edu)

*Add more if necessary.*

**COLLEGE PROCEDURES**

Where applicable, an overview of your college's procedures related to the following areas:

NOTE: In the Bulletin, each section will automatically include a link to the appropriate Faculty Senate policy and/or AAPPM Policy/Procedure.

**Academic Warning: [Word Limit: 50 words]**

**URL to More Information about Academic Warning procedure on College Website:**
(Format: http://www.mywebsite.psu.edu)

**Academic Suspension: [Word Limit: 50 words]**

**URL to More Information about Academic Suspension procedure on College Website:**
(Format: http://www.mywebsite.psu.edu)

**Administrative Enrollment Controls: [Word Limit: 50 words]**

**URL to More Information about Administrative Enrolment Controls on College Website:**
(Format: http://www.mywebsite.psu.edu)

NOTE: Only applies to colleges with approved administrative enrollment controls.

**Change of Campus: [Word Limit: 50 words]**

**URL to More Information about Change of Campus procedure on College Website:**
(Format: http://www.mywebsite.psu.edu)

**Concurrent Majors: [Word Limit: 50 words]**

**URL to More Information about Concurrent Majors procedure on College Website**:
(Format: http://www.mywebsite.psu.edu)

**RESOURCES**

A list of resources available at your college. Common examples include: academic advising, student diversity services, student engagement opportunities, and study abroad programs.

1. **Resource Title:

Description: [Word Limit: 50 words]**

**URL:**(Format: http://www.mywebsite.psu.edu)

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Description: [Word Limit: 50 words]**

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Description: [Word Limit: 50 words]**

**URL:**(Format: http://www.mywebsite.psu.edu)

**HONORS PROGRAMS**

A brief description of the honors options available in your college.

NOTE: Information about the Schreyer Honors College will be provided by Schreyer Honors College. Please only enter honors information that is specific to your college.

**Honors: [Word Limit: 150 words]**

**URL to More Information about Honors on College Website:**
(Format: http://www.mywebsite.psu.edu)

**COLLEGE CONTACT INFORMATION**

The main contact information for your college, including your campus, address, phone number, email, and college website URL.

**Campus:**

**Address 1:**

**Address 2:**

**Phone Number:**
(Format: 814-863-9999)

**Email Address:**

**URL to College Website:**
(Format: http://www.mywebsite.psu.edu)