

SOUTHERN ILLINOIS UNIVERSITY  
EDWARDSVILLE

**INSTRUCTION MANUAL  
FOR NEW AND  
MODIFICATION OF  
PROGRAMS AND  
COURSES**

**OFFICE OF THE PROVOST**

**DEVELOPED BY THE FORM 90 CURRICULUM PROCESS  
AND PROCEDURE COMMITTEE**

February 1, 2010

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## **INTRODUCTION**

This manual is designed to assist you in the preparation of Forms 90 (A, B, C), and 91 thus ensuring the expeditious review of your program and course requests. Although many of the forms are self-explanatory, additional directions and directives are provided. This manual includes routing and approval procedures. Questions concerning the policies, procedures, or problems connected with submission of both undergraduate and graduate course or program requests should be directed to the Director of General Education.

### **Form 90 Committee Members**

Dr. Venessa Brown, Chair	Provost's Office
Dr. Sue Thomas	Provost's Office
Dr. Tom Foster	Faculty Senate
Ms. Ann Emmanuel	Academic Computing
Mr. Roger Maclean	Educational Outreach
Ms. Chris Leopold	Registrar's Office
Mr. Patrick Michael	Registrar's Office
Ms. Mary Ettlting	Educational Outreach
Ms. Tammy Smart	Graduate School
Ms. Vicki Kruse	University Governance
Ms. Cheryl Watson	Provost's Office

## Course Revision Forms

### **Form 89 - Request to Implement an Experimental Course**

- The maximum experimental period is one full year. Continuation of a course beyond the experimental year requires submission of a Form 90A. Unless such form is processed, dropping of a course will occur automatically at the end of the experimental period.

### **Form 90A – Request to Add a Course**

- Must have course syllabus and course objectives attached
- If course number changes, that number cannot be used again for five (5) years

### **Form 90B – Request to Drop a Course**

- Must include rationale

### **Form 90C – Request to Modify a Course**

- Must include rationale
- Must include updated syllabus

### **Form 91A – Request for Change in Academic Program Practices and Conditions**

- Must include
  - copy of current and proposed catalog description
  - reason for proposed action
  - anticipated budgetary effects
  - arrangement to be made for affected faculty
  - other educational units, curricula, or degrees affected by the action and attach units' responses
  - requested effective date
  - May require an RME

### **Form 91B – Request for Termination of a Portion of an Academic Program**

### **Form 92B – Request for Termination of an Academic Program**

- Submit an analysis of the program component to be terminated
- List the academic units with which this request has been coordinated and attach the units' responses.
- Attach pertinent sections of previous program reviews and/or special analytic studies supporting the requested termination.
- Will require a Reasonable and Moderate Extension (RME) form

## Course Specific Fees

Course Specific Fees requests are submitted by the college/school Dean to the Provost's Office on September first every year. The Provost will submit the Academic Affairs request to the Chancellor. If approved by the Chancellor, the fees usually take effect at the start of the following year's Fall Semester.

New fees, adjustments or changes to current fees, and fee cancellations must adhere to this schedule.

### **Form 90 A (Request to Add a Course):**

If you want to establish a fee for a new course, fill out the College/School **Course Specific Fee Request form** (see Forms-1) and provide it to the Business Officer in your Dean's Office. A memo with budgetary justification is also required with each fee request.

If you intend to change the course number, you need to decide if the course specific fee is to follow the new course number. When the fee follows the course, send a memo to the Business Officer in your Dean's Office. The memo needs to tell the Business Officer the old course number and title, the new course number and title, and that you wish to transfer the current fee to the new course. When the fee doesn't follow the course, send a memo to the Business Officer in your Dean's Office. The memo needs to tell the Business Officer the course title, the course number, and when your unit will cease teaching the course.

### **Form 90 B (Request to Drop a Course):**

If the course you intend to drop has a course specific fee attached to it, please send a memo to the Business Officer in your Dean's Office. The memo needs to tell the Business Officer the course title, the course number, and when your unit will cease teaching the course.

### **Form 90 C (Request to Modify a Course):**

If you intend to modify a course and the modification includes adding a course specific fee, fill out the College/School **Course Specific Fee Request form** and provide it to the Business Officer in your Dean's Office. A memo with budgetary justification is also required with each fee request.

If you intend to modify a course and the modification includes deleting the attached course specific fee, please send a memo to the Business Officer in your Dean's Office. The memo needs to tell the Business Officer the course title, the course number, and when your unit will cease teaching the course.

Remember, Course Specific Fees are primarily used to replace items consumed during the normal operations of a course (e.g. biology lab specimens).

## Course Specific Fees

### Budget Justification

This is an example of the details needed to add a course specific fee to a course:

I want to establish a course specific fee for Chem 139B (Special Chemical Analysis).  
(course number and title)

This is a laboratory course that uses chemical A. Chemical A costs \$100 an ounce (see attached Sigma Chemical Corp. Chemical Cost Sheet). Each experiment uses an ounce of chemical A. We do two experiments a semester per student and average 10 students per class. The total cost is \$2,000 ( $\$100 \times 2 \times 10 = \$2,000$ ) per class so the cost per student is \$20 ( $\$2,000 / 10 = \$20$ ). Please establish a Course Specific Fee of \$20 per student.

### Instructions for Form 90A/B/C

The following information is presented as a guide for completing the Form 90A, B, or C and for understanding the related routing procedures.

#### Form 90A – Request to Add A Course

1. Indicate Department of Record.
2. Indicate Subject Code.
3. Indicate Course Number. Please note that the dropped course number may not be re-used for 5 years, as described in the University Policy on Course Numbering, 1C12.
4. Indicate Short Title. If the course title will exceed 30 characters, provide preferred abbreviated title with a maximum of 30 characters.
5. Indicate Long Course Title, with a limit of 75 characters.
6. Indicate credit hours for the course. If the course will be offered for a fixed amount of hours, enter the credit hours in the Fixed Hours field. If the course will be offered for a variable amount of hours, enter the credit hours in the Variable field and select “to” or “or”.

Example.1: 1.0 hours **to** 3.0 hours

Example 2: 3.0 hours **or** 6.0 hours

7. Indicate whether course is repeatable for credit. If yes, indicate the total number of hours a student may receive credit.
8. Indicate all levels at which a student may take the course. If “G”raduate is marked, complete 8a to indicate the graduate program(s) to which credit will be applied and 8b to document the additional requirements graduate students will need to complete in order to receive graduate credit.
9. Choose one of the following grade types. A grade type represents a set of grades that will be the only valid grades for the course:

- Academic Development – *A\**, *B\**, *C\**, *D\**, *F\**, etc. (reserved for courses numbered at zero-level)
- Senior Assignment – A, B, C, D, F, *DE* (reserved for senior assignment courses only)
- Final Project – A, B, C, D, F, *DE* (reserved for final project courses only)
- No Grade Expected – *NG* (reserved for courses bearing no credit hours such as labs)
- Satisfactory/Unsatisfactory – *S*, *U* (reserved for cooperative experiences and graduate thesis)
- Skills – A, B, C, D, F, *PR* (reserved for skills courses only)
- Pass/No Credit – *P*, *NC* (reserved for courses where no letter grades will be awarded)
- Standard Letter – A, B, C, D, F, I, etc.

10. Choose one or more of the following schedule types and delivery methods to associate with this course:

**Schedule Types**

Code	Description	Definition
ACT	Activity	Active learning and individualized instruction with a faculty member.
CLN	Clinical	Course where students are engaged in the practice and use of techniques for treating clients or patients for the purpose of improving their well-being. Student activities cover a broad spectrum. Instruction varies from direct assistance to simple availability for questions and supervision.
COL	Cooperative Learning	Supervised experience that may be conducted either on or off campus with the student making periodic reports to the instructor. May include practicum, internship, and cooperative work experience.
IDV	Individualized Learning	Study where students work primarily on their own initiative through reading, writing, performing experiments, research, etc. Contact with instructor may be one-on-one or in small groups and is generally only on a few arranged occasions throughout the semester to receive assignments, have progress checked, etc.
LAB	Laboratory	That part of a course set aside for experimentation, observation, or practice in a field of study.
LCL	Lecture/Laboratory Combination	Instruction including both laboratory activities as defined above in addition to lecture instruction as defined below.

LEC	Lecture	An academic discourse given by an instructor before a group.
SEM	Seminar	Course pursued by a small group of students under the direction of an instructor for the purpose of presenting and exchanging ideas or research findings via lectures, reports, and discussions.
STU	Studio	Course where students are engaged in the practice and use of techniques in the areas of art, dance, music, theater, and other art forms. Student activities cover a broad spectrum. Instruction is used to further advance students' skills in their field and may vary from direct assistance to simple availability for questions and supervision.

### **Delivery Methods**

Code	Description	Definition
NT	Non-Traditional	Instruction delivered via activity, clinical, cooperative or individualized learning.
TR	Traditional	Instruction delivered via face-to-face meetings. May use web-based technology to facilitate what is essentially a face-to-face course.
VC	Videoconference	Instruction broadcast via one-way or two-way audio or one-way or two-way audio/video. Class sections scheduled for off-site participants will be scheduled as "off-campus" offerings and assessed the off-campus delivery fee.
WEB	Online	All <u>course instruction</u> * is delivered online. Students generally are not required to come to campus for any purpose other than orientation. Additional in-person attendance may be required at off-campus sites for exams or other proctored activities. Requires a Form 94.

\* Course instruction does NOT include "homework".

11. Indicate co-requisite courses. Co-requisites are those courses that MUST be taken at the same time as this course.

Example 1: CHEM 125B has a co-requisite of CHEM 121B

12. Indicate cross-listed courses. Cross-listed courses are those courses bearing a different subject and course number where sections are offered simultaneously and consist of the same content.

Example 1: SOC 308 and WMST 308 are cross-listed courses, bearing the same course title and offered at the same time in scheduling.

13. Indicate whether course-specific fee will be proposed. Specify whether all sections of the course should be assessed the course-specific fee or just certain combinations of schedule type and delivery method.

Example 1: \$25.00 for LAB sections only

Please note that requests for course-specific fees are subject to a separate approval process. Approval of course through Form 90A does not guarantee that a course-specific fee will be implemented.

14. List all General Education categories to which this course may apply. Choose from the following:

Code	Description
COOP	Cooperative Education Course
DFAH	Fine Arts & Humanities Distribution
DNSM	Natural Sciences & Math Distribution
DSS	Social Sciences Distribution
ELEC	Major Elective
FRSM	Freshman Seminar
IAI*	Illinois Articulation Initiative
IC	International Culture
IFAH	Intro Fine Arts & Humanities
IGR	Intergroup Relations
II	International Issues
INSM	Intro Natural Sciences & Math
IS	Interdisciplinary Studies
ISS	Introductory Social Sciences
LNSM	Science Lab Course
SAB	Study Abroad Course
SKCP	Skills/Computer Concepts
SKFL	Skills/Foreign Language
SKLG	Skills/Logic
SKOC	Skills/Oral Communication
SKST	Skills/Statistics
SKW1	Skills/Written Expression 101
SKW2	Skills/Written Expression 102

\* If you are seeking an Illinois Articulation Initiative (IAI) designation for a proposed course, please visit:

<http://www.itransfer.org/iai/container.aspx?section=faculty&subsection=course&topic=sevensteps>

For questions related to the IAI approval process, please contact Jo Gibson, Transfer Coordinator, at [jgibson@siue.edu](mailto:jgibson@siue.edu) or 650-2838.

Then in 14a, indicate whether the new course will affect Senior Assignment.

15. Indicate the catalog description, limiting to 25 words as prescribed by University policy 1N4. Then in 15b identify the main learning objectives to be accomplished in the course.
16. a. List any anticipated physical space or resource needs that will be required for the course. Then in 16b list any special software or specialized equipment needs.
17. List course restrictions. Courses may be restricted by college, major, classification, level (UG, G, PR), degree, or program. In addition, specify whether the restriction should be built as inclusive or exclusive.

Example 1: Major Restriction INCLUDE "BIOL"

Example 2: Classification Restriction EXCLUDE "FR"

18. Indicate prerequisites including the minimum grade and/or test score to be considered. A prerequisite is a course that must be completed successfully prior to this course. Also indicate whether the prerequisite may be satisfied concurrently.

Example 1: MATH 120 with C or better, no concurrency allowed

19. Indicate whether any additional approval must be sought prior to registration. Special approval will impact every student who attempts to register for the course. Choose from the following special approval categories:

Code	Description
AA	Advisor
DE	Dean
DP	Dept Chair - Program Director
IA	Instructor and Advisor
ID	Instructor and Dept Chair
IN	Instructor
OA	OCECA Advisor

20. Indicate Faculty who may teaching the course.
21. List academic units with whom the course has been coordinated. (Attach supporting document)
22. Indicate all program/degree requirements affected by the new course. If Yes, a Form 91A must also be completed.
23. Indicate whether the new course is as a result of a course number change. If there is a course number change taking place, record the original course number.
24. Indicate the term(s) during which the course is to be offered. (See Curricular Timeline for deadlines)

## Checklist for Completing Form 90A

- Review Curricular Timeline for submitting Form 90A, noting deadline for preferred effective term
- Complete Form 90A
- Attach Rationale for Offering
- Attach Bibliography
- Attach Course Syllabus
- Include grading scale
- Submit according to Routing Guide by the published deadlines

## Routing Guide

1. Department Chair
2. School Curriculum Committee
3. Dean of School
4. Office of the Provost
5. General Education Committee/Committee on Assessment – if course will be offered as a general education course or senior assignment
6. Governance Office or Graduate School
7. Curriculum Council and/or Grad Council
8. Director of General Education
9. Academic Scheduling
10. Office of the Provost for permanent retention and recording

## Deadlines For Submission

Date	Effective Term
March 1 <sup>st</sup>	Following Spring Semester
September 1 <sup>st</sup>	Following Summer Semester
October 1 <sup>st</sup>	Following Fall Semester

## Form 90B – Request to Drop A Course

1. Indicate Department of Record.
2. Indicate Subject Code.
3. Indicate Course Number to be dropped.
4. Indicate Course Title to be dropped.
5. Indicate credit hours for the course. If the course has been offered for a fixed amount of hours, enter the credit hours in the Fixed Hours field. If the course has been offered for a variable amount of hours, enter the credit hours in the Variable field and select “to” or “or”.

Example 1: 1.0 hours **to** 3.0 hours

Example 2: 3.0 hours **or** 6.0 hours

6. Indicate all courses both within and outside of the program for which the dropped course was a prerequisite. A prerequisite is a course that must be completed successfully prior to another course.

Example 1: Dropped Course = SOC 303  
 Course Impacted by Drop = SOC 495

7. Indicate all courses for which the dropped course was a co-requisite. Co-requisites are those courses that MUST be taken at the same time as another course.

Example 1: Dropped Course = CHEM 121B  
 Course Impacted by Drop = CHEM 125B

8. List academic units with whom the course drop has been coordinated and provide a Letter of Explanation detailing the coordination. (Attach supporting document)  
 9. Provide rationale for discontinuing course.  
 10. Indicate all program and/or degree requirements affected by the course drop. If Yes, complete the Form 91A.  
 11. Indicate all general education requirements affected by the course drop, if applicable.  
 12. Indicate whether senior assessment is affected by the course drop, if applicable.  
 13. Indicate whether the course drop is a result of a course number change. If there is a course number change taking place, specify the course that will replace the dropped course.

### Checklist for Completing Form 90B

- Review Curricular Timeline for submitting Form 90B, noting deadline for preferred effective term
- Complete Form 90B
- Attach Letter of Explanation detailing coordination with other academic units
- Submit according to Routing Guide by the published deadlines

### Routing Guide

1. Department Chair
2. School Curriculum Committee
3. Dean of School
4. Office of the Provost
5. General Education Committee/Committee on Assessment – if course will be offered as a general education course or senior assignment
6. Governance Office or Graduate School
7. Curriculum Council and/or Grad Council
8. Director of General Education
9. Academic Scheduling
10. Office of the Provost for permanent retention and recording

### Deadlines For Submission

Date	Effective Term
March 1 <sup>st</sup>	Following Spring Semester
September 1 <sup>st</sup>	Following Summer Semester
October 1 <sup>st</sup>	Following Fall Semester

## Form 90C – Request to Modify A Course

- 1a. Indicate Department of Record.
- 1b. Indicate Subject Code.
- 1c. Indicate current Course Number.
- 1d. Indicate Course Title.

- 1e. Indicate credit hours for the course. If the course has been offered for a fixed amount of hours, enter the credit hours in the Fixed Hours field. If the course has been offered for a variable amount of hours, enter the credit hours in the Variable field and select “to” or “or”.

Example.1: 1.0 hours **to** 3.0 hours

Example 2: 3.0 hours **or** 6.0 hours

- 1f. Indicate whether course is repeatable for credit. If yes, indicate the total number of hours a student may receive credit.
- 2a. Indicate the modified course title, limiting to 100 characters.
- 2b. Indicate the modified credit hours. If the modified course will be offered for a fixed amount of hours, enter the credit hours in the Fixed Hours field. If the course will be offered for a variable amount of hours, enter the credit hours in the Variable field and select “to” or “or”.

Example.1: 1.0 hours **to** 3.0 hours

Example 2: 3.0 hours **or** 6.0 hours

- 2c. Indicate the maximum number of hours the modified course will be allowed to accumulate for credit.
- 2d. Indicate all levels at which a student may take the modified course. If “G”raduate is marked, indicate the graduate program(s) to which credit will be applied.
- 2e. Choose one of the following grade types. A grade type represents a set of grades that will be the only valid grades for the course:

- Academic Development – *A\**, *B\**, *C\**, *D\**, *F\**, etc. (reserved for courses numbered at zero-level)
- Senior Assignment – *A*, *B*, *C*, *D*, *F*, *DE* (reserved for senior assignment courses only)
- Final Project – *A*, *B*, *C*, *D*, *F*, *DE* (reserved for final project courses only)
- No Grade Expected – *NG* (reserved for courses bearing no credit hours such as labs)
- Satisfactory/Unsatisfactory – *S*, *U* (reserved for cooperative experiences and graduate thesis)
- Skills – *A*, *B*, *C*, *D*, *F*, *PR* (reserved for skills courses only)
- Pass/No Credit – *P*, *NC* (reserved for courses where no letter grades will be awarded).
- Standard Letter – *A*, *B*, *C*, *D*, *F*, *I*, etc.

- 2f. Choose one or more of the following schedule types to change to:

## Schedule Types

Code	Description	Definition
ACT	Activity	Active learning and individualized instruction with a faculty member.
CLN	Clinical	Course where students are engaged in the practice and use of techniques for treating clients or patients for the purpose of improving their well being. Student activities cover a broad spectrum. Instruction varies from direct assistance to simple availability for questions and supervision.
COL	Cooperative Learning	Supervised experience that may be conducted either on or off campus with the student making periodic reports to the instructor. May include practicum, internship, and cooperative work experience.
IDV	Individualized Learning	Study where students work primarily on their own initiative through reading, writing, performing experiments, research, etc. Contact with instructor may be one-on-one or in small groups and is generally only on a few arranged occasions throughout the semester to receive assignments, have progress checked, etc.
LAB	Laboratory	That part of a course set aside for experimentation, observation, or practice in a field of study.
LCL	Lecture/Laboratory Combination	Instruction including both laboratory activities as defined above in addition to lecture instruction as defined below.
LEC	Lecture	An academic discourse given by an instructor before a group.
SEM	Seminar	Course pursued by a small group of students under the direction of an instructor for the purpose of presenting and exchanging ideas or research findings via lectures, reports, and discussions.
STU	Studio	Course where students are engaged in the practice and use of techniques in the areas of art, dance, music, theater, and other art forms. Student activities cover a broad spectrum. Instruction is used to further advance students' skills in their field and may vary from direct assistance to simple availability for questions and supervision.

2g. Choose one or more of the following delivery methods to change to:

**Delivery Methods**

Code	Description	Definition
NT	Non-Traditional	Instruction delivered via activity, clinical, cooperative or individualized learning.
TR	Traditional	Instruction delivered via face-to-face meetings. May use web-based technology to facilitate what is essentially a face-to-face course.
VC	Videoconference	Instruction broadcast via one-way or two-way audio or one-way or two-way audio/video. Class sections scheduled for off-site participants will be scheduled as “off-campus” offerings and assessed the off-campus delivery fee.
WEB	Online	All <u>course instruction</u> * is delivered online. Students generally are not required to come to campus for any purpose other than orientation. Additional in person attendance may be required at off-campus sites for exams or other proctored activities. Requires a Form 94.

\* Course instruction does NOT include “homework”.

2h. Indicate the modified co-requisite course(s). Co-requisites are those courses that MUST be taken at the same time as this course.

Example 1: CHEM 125B has a co-requisite of CHEM 121B

2i. Indicate modified cross-listed course(s). Cross-listed courses are those courses bearing a different subject and course number where sections are offered simultaneously and consist of the same content.

Example 1: SOC 308 and WMST 308 are cross-listed courses, bearing the same course title and offered at the same time in scheduling.

2j. Indicate whether course-specific fee is being changed or cancelled. Please note that course fees are subject to separate approval.

2k. Indicate whether course-specific fee change/cancellation will vary by schedule type and/or delivery method.

2l. Indicate which general education categories will apply to the modified course.

Choose from the following:

Code	Description
COOP	Cooperative Education Course
DFAH	Fine Arts & Humanities Distribution

DNSM	Natural Sciences & Math Distribution
DSS	Social Sciences Distribution
ELEC	Major Elective
FRSM	Freshman Seminar
IAI*	Illinois Articulation Initiative
IC	International Culture
IFAH	Intro Fine Arts & Humanities
IGR	Intergroup Relations
II	International Issues
INSM	Intro Natural Sciences & Math
IS	Interdisciplinary Studies
ISS	Introductory Social Sciences
LNSM	Science Lab Course
SAB	Study Abroad Course
SKCP	Skills/Computer Concepts
SKFL	Skills/Foreign Language
SKLG	Skills/Logic
SKOC	Skills/Oral Communication
SKST	Skills/Statistics
SKW1	Skills/Written Expression 101
SKW2	Skills/Written Expression 102

\* If you are seeking an Illinois Articulation Initiative (IAI) designation for a modified course, please visit:

<http://www.itransfer.org/iai/container.aspx?section=faculty&subsection=course&topic=sevensteps>

For questions related to the IAI approval process, please contact Jo Gibson, Transfer Coordinator, at [jgibson@siue.edu](mailto:jgibson@siue.edu) or 650-2838.

2m. Indicate whether the modified course impacts senior assessment.

2n. Indicate the modified catalog description, limiting to 25 words as prescribed by University policy 1N4.

2o. Indicate the modified course objectives for the course.

2p. List any anticipated physical space or resource needs that will be required for the course.

2q. List any special software or specialized equipment needs required for the course.

2r. List modified course restrictions. Courses may be restricted by college, major, classification, level (UG, G, PR), degree, or program. In addition, specify whether the restriction should be built as inclusive or exclusive.

Example 1: Major Restriction INCLUDE "BIOL"

Example 2: Classification Restriction EXCLUDE "FR"

2s. Indicate modified prerequisites including the minimum grade and/or test score to be considered. A prerequisite is a course that must be completed successfully prior to this course.

Example 1: MATH 120 with C or better, no concurrency allowed

2t. Indicate whether there is a change in additional approval that must be sought prior to registration. Special approval will impact every student who attempts to register for the course. Choose from the following special approval categories:

Code	Description
AA	Advisor
DE	Dean
DP	Dept Chair - Program Director
IA	Instructor and Advisor
ID	Instructor and Dept Chair
IN	Instructor
OA	OCECA Advisor

- 2u. Indicate whether the modified course should be added to or deleted from the list of variable content/generic courses.
- 2v. Indicate all program and/or degree requirements affected by the modified course. If yes, completion of Form 91A is required.
- 2w. List academic units with whom the modified course has been coordinated and provide a Letter of Explanation, documenting the coordination that has taken place. (Attach supporting document)
- 2x. Indicate the term during which it is preferred that the modification become effective (See Curricular Timeline for deadlines).
- 2y. Attach an updated syllabus.

**Checklist for Completing Form 90C**

- Review Curricular Timeline for submitting Form 90C, noting deadline for preferred effective term
- Coordinate with other units that will be impacted
- Complete Form 90C
- Attach justification for any check boxes marked on Form 90C
- Attach updated syllabus
- Attach Letter of Explanation, detailing coordination with other academic units
- Submit according to Routing Guide by the published deadlines

## Routing Guide

1. Department Chair
2. School Curriculum Committee
3. Dean of School
4. Office of the Provost
5. General Education Committee/Committee on Assessment – if course will be offered as a general education course or senior assignment
6. Governance Office or Graduate School
7. Curriculum Council and/or Grad Council
8. Director of General Education
9. Academic Scheduling
10. Office of the Provost for permanent retention and recording

## Deadlines For Submission

Date	Effective Term
March 1 <sup>st</sup>	Following Spring Semester
September 1 <sup>st</sup>	Following Summer Semester
October 1 <sup>st</sup>	Following Fall Semester

## Instructions for Completing Form 91A

### Form 91A Request for Change in Academic Program or Conditions

Requests for changes in academic programs should include the Form 91A and all supporting documentation. Most of the information requested on the Form 91A is self-explanatory. Indicate all programmatic changes on Page 1 of the form. You may also include this information as separate attachments. If the information is provided in separate attachments, please indicate this on Page 1 of the form.

Make sure to include a rationale statement under Item 1 on page 2 of the form. Provide all the additional information in items 2-4, if applicable.

The request should include a copy of the old catalog description and a copy of the new catalog description. Ideally, this should be presented as a copy of the old catalog description, a tracked changes version of the new catalog description and a new catalog description.

Some changes (e.g., change in department/unit name, change in academic program name, addition or elimination of specialization, concentration or option) will require an RME.

When submitting a request for program modifications or additions that also includes adding, eliminating or modifying courses, all program (Form 91A) and course (Form 90A, Form 90B, Form 93, Form 94) forms must be submitted in a packet that includes the following:

- A cover page with:
  - a summary of the proposed program changes
  - a list of course forms included in the packet and a brief summary of how each course is related to the program change
- Form 91A and *all* required 90A, B, or C, 93 and/or 94 forms
- Letters of collation (required if other departments are impacted by the request)
- RME (required if minors, specializations, concentrations or options are added or deleted or if there is a change in program, department or unit name)

**Program Modifications or Additions with Concomitant Course Modifications or Additions Cover Page**

Program Name

Summary of Proposed Program Changes

List of Course Forms

Brief Summary of How Each Course Change Relates to the Program Change

Are letters of collation included?  Yes  No  
Is an RME included?  Yes  No

Contact Person's Name, Telephone Number and Email Address

**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE  
REQUEST FOR CHANGE IN  
ACADEMIC PROGRAM PRACTICES AND CONDITIONS**

**UNIT/PROGRAM:**

Degree Title (B.A., M.S. etc.) \_\_\_\_\_

Major Concentration in \_\_\_\_\_

Specialization \_\_\_\_\_

Minor Concentration \_\_\_\_\_

Department \_\_\_\_\_

School or Responsible Unit(s) \_\_\_\_\_

**NATURE OF CHANGE IS:** (Check all that apply.)

- a.  Change in department/unit name (requires an RME)
- b.  Change in academic program name (requires an RME)
- c.  Addition or elimination of specialization, concentration or option (requires an RME)
- d.  Change in program of study
- e.  Change in admissions/entrance requirements
- f.  Change in retention standards
- g.  Change in exit requirements
- h.  Change in Senior Assignment requirement for graduation
- i.  Other: \_\_\_\_\_ (may require an RME)

**APPROVALS**

**DATE**

Department Chair \_\_\_\_\_

School Curriculum Committee \_\_\_\_\_

Dean of School \_\_\_\_\_

General Education Committee/  
Committee on Assessment \_\_\_\_\_

Curriculum Council and/or  
Graduate Council \_\_\_\_\_

Provost \_\_\_\_\_

Academic Scheduling \_\_\_\_\_

Effective Catalog Term \_\_\_\_\_

Original Returned to Provost's Office \_\_\_\_\_

1) Reason for proposed action:

2) Anticipated budgetary effects:

3) Arrangement to be made for affected faculty:

4) Other educational units, curricula, or degrees affected by the action (letters required):

5) Changes in catalog copy (attach, ideally as existing/showing changes/final version):

6) Requested effective date: \_\_\_\_\_

## Reasonable and Moderate Extension (RME)

(Add specialization in, change name of, add minor in, etc.)

I. Program inventory

a. Current

CIP	Major	Degree	Unit

b. Proposed

CIP	Major	Degree	Unit

- II. Reason for proposed action
- III. Anticipated budgetary effects
- IV. Arrangements to be made for (a) affected faculty, staff and students, and (b) affected equipment and physical facilities
- V. Other educational units, curricula, or degrees affected by the action
- VI. Any other relevant information
- VII. Changes in catalog copy (attach)
- VIII. Requested effective date

## Instructions for Completing Form 91B or Form 92B

Form 91B – *Request for Termination of a Portion of an Academic Program* and Form 92B – *Request for Termination of an Academic Program* require the same specific analysis justifying the termination; the only difference is whether a portion of the program is being terminated or the entire program is being terminated. It is important that the analysis be thorough and includes specific, relevant details.

An RME must be completed in addition to the Form 91B or Form 92B.

When submitting a request for program deletion that also includes eliminating or modifying courses, all program (Form 91B or Form 92B) and course (Form 90B, Form 90C) forms must be submitted in a packet that includes the following:

- A cover page with:
  - a summary of the proposed program changes
  - a list of course forms included in the packet and a brief summary of how each course is related to the program change
- Form 91B or Form 92B and required B or C forms
- Letters of collation (required if other departments are impacted by the request)
- RME (required if minors, specializations, concentrations or options are added or deleted or if there is a change in program, department or unit name)

## Program Deletion with Concomitant Course Modifications or Deletions

### Cover Page

Program Name

Summary of Proposed Program Changes

List of Course Forms

Brief Summary of How Each Course Change Relates to the Program Change

Are letters of collation included?  Yes  No

Is an RME included?  Yes  No

Contact Person's Name, Telephone Number and Email Address

**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE  
REQUEST FOR TERMINATION OF A PORTION OF AN  
ACADEMIC PROGRAM**

Requests for termination of program components less extensive than a degree, certificate, or major should use this form as a cover sheet.

This is to request termination of a portion of an academic program, as follows:

Degree title \_\_\_\_\_  
 Major(s) in \_\_\_\_\_  
 Specialization(s)/concentrations in \_\_\_\_\_  
 Minor(s) in \_\_\_\_\_  
 Degree granting unit \_\_\_\_\_  
 Specific component of the program to be terminated is \_\_\_\_\_

**ANSWER THE FOLLOWING QUESTIONS WITH APPROPRIATE ATTACHMENTS**

1. Submit an analysis of the component to be terminated, including:
  - a. Reason(s) for terminating the component
  - b. Characteristics of the current clientele
  - c. Projections of clientele were the program component to be continued
  - d. Methods planned to serve clients currently involved in the component
  - e. Effect of the termination on other programs in the institution
  - f. Effect (academic and fiscal) of the termination on other activities of the sponsoring unit
  - g. Arrangements to be made for affected faculty, staff, and students, and for affected equipment and physical facilities
  - h. A list of regular and elective courses to be dropped in connection with the termination (These requests should be submitted via Form 90B)
  - i. Copy of catalog description to be changed
  - j. Proposed effective date of program termination
2. Attach a list of academic units with which this request has been coordinated and attach the units' responses.
3. Attach pertinent sections of previous program reviews and/or special analytic studies supporting the requested termination.
4. Complete an RME.

**APPROVALS:**

**DATE:**

Department Chair	_____	_____
School Curriculum Committee	_____	_____
Dean of School	_____	_____
General Education Committee/ Committee on Assessment	_____	_____
Curriculum Council and/or Graduate Council	_____	_____
Provost	_____	_____
Academic Scheduling	_____	_____
Effective Catalog Term	_____	_____
Original Returned to Provost's Office on:	_____	

**SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE  
REQUEST FOR TERMINATION  
OF AN ACADEMIC PROGRAM**

Requests for termination of an entire degree, certificate, or academic major should use this form as a cover sheet.

This is to request termination of an academic program, as follows:

Degree title \_\_\_\_\_  
 Major(s) in \_\_\_\_\_  
 Specialization(s)/concentrations in \_\_\_\_\_  
 Minor(s) in \_\_\_\_\_  
 Degree granting unit \_\_\_\_\_

**ANSWER THE FOLLOWING QUESTIONS WITH APPROPRIATE ATTACHMENTS**

1. Submit an analysis of the program to be terminated, including:
  - a. Reason(s) for terminating the program
  - b. Characteristics of the current clientele
  - c. Projections of clientele were the program to be continued
  - d. Methods planned to serve clients currently involved in the program
  - e. Effect of the termination on other programs in the institution
  - f. Effect (academic and fiscal) of the termination on other activities of the sponsoring unit
  - g. Arrangements to be made for affected faculty, staff, and students, and for affected equipment and physical facilities
  - h. A list of regular and elective courses to be dropped in connection with the termination (These requests should be submitted via Form 90B)
  - i. Copy of catalog description to be changed
  - j. Proposed effective date of program termination
2. List the academic units with which this request has been coordinated and attach the units' responses.
3. Attach pertinent sections of previous program reviews and/or special analytic studies supporting the requested termination.
4. Complete an RME.

**APPROVALS:**

**DATE:**

Department Chair	_____	_____
School Curriculum Committee	_____	_____
Dean of School	_____	_____
General Education Committee/ Committee on Assessment	_____	_____
Curriculum Council and/or Graduate Council	_____	_____
Provost	_____	_____
Academic Scheduling	_____	_____
Effective Catalog Term	_____	_____
Original Returned to Provost's Office on:	_____	

## **Instructions for Establishing a New Unit of Instruction or a New Research or Public Service Center/Institute or a New Academic Administrative Unit**

All new units of instruction (including new majors, departments or schools/colleges), new research or public service centers or institutes and new academic administrative units must be approved by the IBHE:

<http://www.ibhe.org/Academic%20Affairs/default.htm> after approval has been received at the SIUE and SIU levels.

The forms to establish these units must be submitted electronically to the IBHE through the SIU President's Office. The SIUE Provost's Office submits the electronic forms to the President's Office.

**Please work in collaboration with the Associate Provost for Academic Planning and Program Development to ensure that the forms include all pertinent information.**

### **Establishing a New Unit of Instruction**

When establishing a new major, department, school or college on the SIUE campus or within SIUE's service region, a Notice of Intent, and In Region Application and an In Region Budget Worksheet much be completed.

When establishing a new major, department, school, or college *outside of SIUE's service region*, a Notice of Intent, and Out of Region Application and an Out of Region Budget Worksheet much be completed.

### **Establishing a New Research or Public Service Center/Institute or a New Academic Administrative Unit**

When establishing a new research or public service center or institute or a new academic administrative unit, a Notice of New Units of Administration, Research or Public Service and an Administrative, Research or Public Service Unit Application much be completed.

# FORMS



## Links to Forms

### **90A – Request to Add a Course**

<http://www.siu.edu/FORMS/Provost/form90a.htm>

### **90B – Request to Remove a Course**

<http://www.siu.edu/FORMS/Provost/form90b.htm>

### **90C – Request to Modify a Course**

<http://www.siu.edu/FORMS/Provost/form90c.htm>

### **91A - Request for Change in Academic Program Practices and Conditions**

<http://www.siu.edu/provost/forms/pdf/Form91A.pdf>

### **91B - Request for Termination of a Portion of an Academic Program**

<http://www.siu.edu/provost/forms/pdf/form91b.htm>

### **92B - Request for Termination of an Academic Program**

<http://www.siu.edu/provost/forms/form92b.pdf>

# APPENDICES

## Appendix A

### Curriculum Review Process

<b>Undergraduate Courses</b>	<b>Graduate Courses</b>
Curriculum Committee of the Faculty Senate University Governance Office Rendleman Hall 0103, Box 1252 Vicki Kruse, Office Support Assistant Ext. 2770 or vkruse@siue.edu	Graduate Curriculum Council Graduate Studies and Research Rendleman Hall 2202, Box 1046 Tammy Smart, Grants & Contracts Administrator Ext. 5364 or thornbe@siue.edu

<b>Office of the Provost</b>	<b>Rendleman Hall 3102, Box 1020</b>	
Zenia Agustin, Director of General Education	Process all forms, approve all Form 90 A/B/C, 93, 94	
Sue Thomas, Associate Provost	Form 91 approvals	
Jim Mannix, Business Affairs Director	Course specific fees	

<b>Office of Educational Outreach</b>	<b>Rendleman Hall 1330, Box 1084</b>	
Roger Maclean, Executive Director	Ext. 3217 or rmaclea@siue.edu	Form 93 consultation, review, and approval
Mary Ettling, Assistant Director of Credit and Distance Activities	Ext. 3215 or mawalke@siue.edu	Form 93 consultation and review

<b>IT Services – Academic Computing</b>	<b>Lovejoy Library 0057, Box 1068</b>	
Ann Emmanuel, Specialist	Ext. 3227 or aemmanu@siue.edu	Instructional design support, technical training, and consultation with faculty seeking the Letter of Support from ITS to teach online courses

<b>Registrar's Office</b>	<b>Rendleman Hall 1207, Box 1047</b>	
Chris Leopold, Associate Director	Ext. 2290 or cmitchc@siue.edu	Enter program information from approved Forms 91 and course-specific fees into Banner
Patrick Michael, Manager	Ext. 5593 or pmichae@siue.edu	Enter course information from approved Forms 90A/B/C into Banner

## Appendix B

Individuals given access to view Form 90s through Blackboard

<b>Last Name</b>	<b>First Name</b>	<b>E-mail ID</b>	<b>College/School/ Unit</b>
Emmanuel	Ann	aemmanu	Academic Computing
Schmitz	Matt	maschmi	Academic Computing
Giamartino	Gary	ggiamar	Business
Joplin	Janice	jjoplin	Business
Munsey	Dawn	dmunsey	Business
Agustin	Mazenia	zagusti	CAS
Blankson	Isaac	iblinks	CAS
Carr	TR	tcarr	CAS
Carstens-Wickham	Belinda	bcarste	CAS
Cataldi	Suzanne	scatald	CAS
Cheeseboro	Anthony	acheese	CAS
Cocuzza	Peter	pcocuzz	CAS
DeGarmo	Denise	ddegarm	CAS
DenHouter	John	jdenhou	CAS
Dixon	Bob	rdixon	CAS
Haar	Sharon	shhaar	CAS
Hamad	Abdullatif	ahamad	CAS
Hicks	Gary	ghicks	CAS
Holt	Julie	juholt	CAS
Hu	Shunfu	shu	CAS
Jarosz	Krzysztof	kjarosz	CAS
Kauzlaurich	David	dkauzla	CAS
Klein	Dee Dee	doklein	CAS
Kreuger	Larry	lkruege	CAS
LaFond	Larry	llafond	CAS
Retzlaff	William	wretzla	CAS
Springer	Carl	casprin	CAS
Tallant	Audrey	atallan	CAS
Sears	Patrick	psears	Counseling Services
Bergeron	Bette	bberger	Education
Weishaar	Mary	mweisha	Education
Alkin	Oktay	oalkin	Engineering
Cummins	M. G.	mcummaa	Engineering
Gu	Keqin	kgu	Engineering
Karacal	Seref	skaraca	Engineering
Korte	Cynthia	cykorte	Engineering

Ledford	Katherine	kledfor	Engineering
Morgan	Susan	smorgan	Engineering
Sevim	Hasan	hsevim	Engineering
Tedford	Joy	jotedfo	Engineering
Wasylenko	Theresa	twasyla	Engineering
Weinberg	Jerry	jweinbe	Engineering
Marvin	Linda	lmarvin	Housing
Becker	Kim	kbecker	Nursing
Clement	Jacquelyn	jclemen	Nursing
Compton	Sandy	sacompt	Nursing
Davis	Doris	dordavi	Nursing
Fazzone	Patricia	pfazzon	Nursing
Koehne	Pat	pkoehne	Nursing
Maurer	Marcia	mamaure	Nursing
Montgomery	Karen	kmontgo	Nursing
Mulcahy	Mary	mmulcah	Nursing
Newman	Nancy	nnewman	Nursing
Perry	Sally	Saperry	Nursing
Medon	Phil	pmedon	Pharmacy
Poirier	Therese	tpoirie	Pharmacy
Seganfredo	Renee	rseganf	Pharmacy
Agustin	Zenia	zagusti	Provost & VC
Brown	Venessa	vbrown	Provost & VC
Furey	Joy	jnewber	Provost & VC
Hanvey	Cheryl	chanvey	Provost & VC
Watson	Cheryl	chwatso	Provost & VC
Gibson	Jo	ygibson	Registrar
Green	Joan	ygreen	Registrar
Hyde	Lisa	lhyde	Registrar
Michael	Patrick	pmichae	Registrar
Olson	Jodi	joolson	Registrar
Weeks	Beth	bweeks	University Park

## **Existing: Courses**

### **Drops and Adds for Courses 1C2**

All modifications of existing courses, including those modifications which change course title and/or number, should be presented to the Curriculum Council on Form 90C -Request to Modify A Course.

*Approved by Chancellor effective 6/12/78 This policy was issued on February 1, 1996, replacing the April 30, 1984 version. Document Reference: 1C2 Origin: CC 18-77/78*

## **Proposed Change: Courses**

### **Creating, Modifying, or Removing Approved Undergraduate Courses 1C2**

Any changes that impact other programs and courses must explicitly involve the cooperation of the affected units. Consulting the Levels Document and the Levels Grid and Policy 1C12 is encouraged throughout the processes discussed herein.

Creating a new undergraduate course requires the approval of the Curriculum Council on a Form 90A – Request to Add Course. A syllabus and rationale must be included. If the course is to be added to the list of General Education Courses, then the General Education Committee must also approve the course. If the course impacts Senior Assignment, then the Committee on Assessment must also approve the course.

All modifications of existing courses, including changes in delivery method, require the approval of the Curriculum Council on Form 90C - Request to Modify A Course. A rationale is required and a syllabus supporting the change. If the course is to be added to the list of General Education Courses, then the General Education Committee must also approve the course. If the course impacts Senior Assignment, then the Committee on Assessment must also approve the course.

Removing an undergraduate course from the list of approved courses requires the approval of the Curriculum Council on a Form 90B – Request to Drop a Course. A statement concerning potential impacts of dropping the course and rationale must be included. If the course is to be removed from the list of General Education Courses, then the General Education Committee must also approve the course. If the course impacts Senior Assignment, then the Committee on Assessment must also approve the course.

Changing the number of a course requires the use of a Form 90B to remove the existing course number and a subsequent Form90A to add the new course number.

Consulting the Levels Document with the Levels Grid and Policy 1C12

is encouraged throughout the processes discussed herein.

Form 89 – Request to Implement an Experimental Course, requires Curriculum Council action as discussed in the Curriculum Council Operating Papers and as discussed in Policy 1C8.

Form 93 and Form 94 concern details of delivery methods/locations for class sections of previously approved courses and do not require Curriculum Council action.

*Approved by Chancellor effective 6/12/78 This policy was issued on February 1, 1996, replacing the April 30, 1984 version. Document Reference: 1C2 Origin: CC 18-77/78*

## **Proposed Additions Programs**

### **Modifying Existing Programs 1B2A**

Modifying an existing undergraduate program requires a Form 91A to change the following attributes of a program: changes in program of study, admission and entrance requirements, retention standards, and exit requirements. Any course changes (each of which will require a separate Form 90A, B, and/or C) should be outlined as part of the Form 91A submission. Any changes to the Senior Assignment must be noted on the Form 91A and approved by the Committee on Assessment. The Curriculum Council must approve submitted Form 91A.

*Approved by Chancellor effective x/xx/xx This policy was issued on xxxxx x, 200x, Document Reference: 1C2A Origin: CC 18-77/78*

## **Courses**

### **Eliminating Portions of Existing Programs or Entire Programs 1B2B**

Eliminating a portion of an existing undergraduate program requires a Form 91B and compliance with policy 1B2. Any course changes (each of which will require a separate Form 90A, B, and/or C) should be outlined as part of the Form 91B submission. Any changes to the Senior Assignment must be noted on the Form 91B and approved by the Committee on Assessment. The Curriculum Council must approve submitted Form 91B.

Termination of an entire degree, certificate, or academic major requires using Form 92B as a coversheet to a previously approved Form 91B.

*Approved by Chancellor effective x/xx/xx This policy was issued on xxxxx x, 200x, Document Reference: 1C2A Origin: CC 18-77/78*

Appendix D

<b>Class Schedule Production and Registration Timeline: 2010 - 2014 *</b>			
			<b>SPRING 2010</b>
Form 90A/B/C submitted to Provost			13-Mar-2009
Form 90A/B/C sent from Provost to University Governance			18-Mar-2009
Form 90A/B/C sent from University Governance to Curriculum Council			19-Mar-2009
Roll class schedule & send to departments			30-Mar-2009
Curriculum Council Final Approval on Form 90A/B/C			16-Apr-2009
Deadline for departmental edits returned to AS**			17-Apr-2009
Post class schedule on CougarNet			5-Jun-2009
Deadline to appear in 2009-10 Undergraduate Catalog			1-Jan-2009
Web registration opens			12-Oct-2009
	<b>SUMMER 2010</b>	<b>FALL 2010</b>	<b>SPRING 2011</b>
Form 90A/B/C submitted to Provost	11-Sep-2009	9-Oct-2009	12-Mar-2010
Roll class schedule & send to departments	14-Sep-2009	5-Oct-2009	29-Mar-2010
Form 90A/B/C sent from Provost to University Governance	16-Sep-2009	14-Oct-2009	17-Mar-2010
Form 90A/B/C sent from University Governance to Curriculum Council	17-Sep-2009	15-Oct-2009	18-Mar-2010
Deadline for departmental edits returned to AS**	28-Sep-2009	19-Oct-2009	16-Apr-2010
Curriculum Council Final Approval on Form 90A/B/C	15-Oct-2009	19-Nov-2009	15-Apr-2010
Post class schedule on CougarNet	16-Nov-2009	7-Dec-2009	4-Jun-2010
Deadline to appear in the 2010-11 Undergraduate Catalog	1-Jan-2010	1-Jan-2010	1-Jan-2010
Web registration opens	15-Mar-2010	15-Mar-2010	18-Oct-2010

<b>Class Schedule Production and Registration Timeline: 2010 - 2014*</b>			
	<b>SUMMER 2011</b>	<b>FALL 2011</b>	<b>SPRING 2012</b>
Form 90A/B/C submitted to Provost	10-Sep-2010	15-Oct-2010	11-Mar-2011
Roll class schedule & send to departments	13-Sep-2010	4-Oct-2010	28-Mar-2011
Form 90A/B/C sent from Provost to University Governance	15-Sep-2010	20-Oct-2010	16-Mar-2011
Form 90A/B/C sent from University Governance to Curriculum Council	16-Sep-2010	21-Oct-2010	17-Mar-2011
Deadline for departmental edits returned to AS**	27-Sep-2010	18-Oct-2010	18-Apr-2011
Curriculum Council Final Approval on Form 90A/B/C	21-Oct-2010	18-Nov-2010	21-Apr-2011
Post class schedule on CougarNet	15-Nov-2010	6-Dec-2010	3-Jun-2011
Deadline to appear in the 2011-12 Undergraduate Catalog	1-Jan-2011	1-Jan-2011	1-Jan-2011
Web registration opens	14-Mar-2011	14-Mar-2011	17-Oct-2011
	<b>SUMMER 2012</b>	<b>FALL 2012</b>	<b>SPRING 2013</b>
Form 90A/B/C submitted to Provost	9-Sep-2011	14-Oct-2011	9-Mar-2012
Form 90A/B/C sent from Provost to University Governance	14-Sep-2011	19-Oct-2011	14-Mar-2012
Form 90A/B/C sent from University Governance to Curriculum Council	15-Sep-2011	20-Oct-2011	15-Mar-2012
Roll class schedule & send to departments	19-Sep-2011	10-Oct-2011	26-Mar-2012
Deadline for departmental edits returned to AS**	3-Oct-2011	24-Oct-2011	16-Apr-2012
Curriculum Council Final Approval on Form 90A/B/C	20-Oct-2011	17-Nov-2011	19-Apr-2012
Post class schedule on CougarNet	14-Nov-2011	5-Dec-2011	1-Jun-2012
Deadline to appear in the 2012-13 Undergraduate Catalog	1-Jan-2012	1-Jan-2012	1-Jan-2012
Web registration opens	12-Mar-2012	12-Mar-2012	15-Oct-2012

<b>Class Schedule Production and Registration Timeline: 2010 - 2014*</b>			
	<b>SUMMER 2013</b>	<b>FALL 2013</b>	<b>SPRING 2014</b>
Form 90A/B/C submitted to Provost	14-Sep-2012	12-Oct-2012	8-Mar-2013
Roll class schedule & send to departments	17-Sep-2012	8-Oct-2012	31-Mar-2013
Form 90A/B/C sent from Provost to University Governance	19-Sep-2012	17-Oct-2012	20-Mar-2013
Form 90A/B/C sent from University Governance to Curriculum Council	20-Sep-2012	18-Oct-2012	21-Mar-2013
Deadline for departmental edits returned to AS**	1-Oct-2012	22-Oct-2012	14-Apr-2013
Curriculum Council Final Approval on Form 90A/B/C	18-Oct-2012	15-Nov-2012	18-Apr-2013
Post class schedule on CougarNet	12-Nov-2012	10-Dec-2012	7-Jun-2013
Deadline to appear in the 2013-14 Undergraduate Catalog	1-Jan-2013	1-Jan-2013	1-Jan-2013
Web registration opens	18-Mar-2013	18-Mar-2013	14-Oct-2013

	<b>SUMMER 2014</b>	<b>FALL 2014</b>	
Form 90A/B/C submitted to Provost	13-Sep-2013	11-Oct-2013	
Roll class schedule & send to departments	15-Sep-2013	6-Oct-2013	
Form 90A/B/C sent from Provost to University Governance	18-Sep-2013	16-Oct-2013	
Form 90A/B/C sent from University Governance to Curriculum Council	19-Sep-2013	17-Oct-2013	
Deadline for departmental edits returned to AS**	29-Sep-2013	20-Oct-2013	
Curriculum Council Final Approval on Form 90A/B/C	17-Oct-2013	21-Nov-2013	
Post class schedule on CougarNet	11-Nov-2013	9-Dec-2013	
Deadline to appear in the 2014-15 Undergraduate Catalog	1-Jan-2014	1-Jan-2014	
Web registration opens	17-Mar-2014	17-Mar-2014	

\*Subject to change.

\*\*Changes submitted after deadline must be submitted on Form A/B

## Appendix E

### Links to Syllabus Examples

#### **Classroom Course**

<http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/syllab-4.htm>

#### **Creating a Syllabus**

<http://teaching.berkeley.edu/bgd/syllabus.html>