

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

Course Specific Fees

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.

Instructions for Form 90A

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

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 Carla Totten, in the Transfer Center, at ctotten@siue.edu or 650-3218.

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. College/School Curriculum Committee
3. Dean of School
4. Office of the Provost
5. Governance Office (undergraduate level courses) or Graduate School (graduate level courses)
6. a) For undergraduate courses,
General Education Committee (if seeking general education designation/s),
Committee on Assessment (if course affects the capstone experience),
Curriculum Council,
Graduate Council (for 400-level courses that also carry graduate credit)
- b) For graduate courses,
Graduate Council
7. Office of the Provost – Director of General Education
8. Academic Scheduling
9. Office of the Provost for permanent retention and recording

Deadlines For Submission to Office of the Provost (#4 in the Routing Guide)

Date	Effective Term
March 1 st	Following Spring Semester
September 1 st	Following Summer Semester
October 1 st	Following Fall Semester