

## Form 90C – Request to Modify a Course

- Must include rationale
- Must include updated syllabus

### 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).

## Form 90C – Request to Modify A Course

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

- 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**

| <b>Code</b> | <b>Description</b>      | <b>Definition</b>   |
|-------------|-------------------------|---|
| 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:**

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

- 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. 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 adding, changing or deleting 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 <sup>st</sup>     | Following Spring Semester |
| September 1 <sup>st</sup> | Following Summer Semester |
| October 1 <sup>st</sup>   | Following Fall Semester   |