INSTRUCTIONS for the FORM 90 Course Description* Revised April 2014

* Retrieve and submit latest version of form at http://pvcaa.siu.edu/frequently-used-forms/index.html

1- Check Boxes ADD/DROP/MODIFY
   • If creating a course (ADD), a fully developed syllabus must be included. For assistance, a sample SIU syllabus and a syllabus attachment with SIU Policies are located at http://www.universitycollege.siu.edu/academics/procedures.html (sample syllabus) http://pvcaa.siu.edu/frequently-used-forms/index.html (syllabus attachment)
   • If changing attributes of a course (MODIFY), use the drop down box located at the top of the form to choose a reason for change.
   • If dropping the course (DROP), it is not necessary to complete all boxes except for the Course subject area code, number, title, and whether its for Graduate credit. However, please do a search in the current catalog to make sure the dropped course is not a pre-requisite or cross-listed course. If the course being dropped is a pre-requisite or cross-listed with another course, Form 90s to modify those courses must be included. Also, if the dropped course is part of the required curriculum guide in the catalog, a form 90A must be processed.

2- Hours: Must choose ‘fixed’ or ‘variable’, cannot be both. If variable list minimum and maximum per term.

3- Description: New course descriptions should be typed in the box. Modifications should be typed if changing description.

4- Grade Mode: If not standard, click the arrow on the right side of the ‘Other’ box for a drop-down list of options.

5- Prerequisites: If the course has a pre-requisite, list course by subject area code and number, i.e. UCOL 101, and double check that the course is still valid.

6- Co-requisite: This means the courses must be taken concurrently.

7- Equivalent course: If a course number is being changed, include old course subject area code and number.

8- Crosslist: If cross-listing or changing a cross-listed course, the other affected course needs a form 90 to reflect the cross-listing or changes being made.

9- Degree Attribute: Is the course an honors course or part of the University Core Curriculum? Use drop down list for options.
10- Signatures: Forms must be signed by department Chair (unless vacant) and college Dean. If the department has a curriculum committee chair, their signature should also be included. Associate Provost will sign and forward for processing after reviewing the form. *Note: the form may also require the UCC Director, Honors Director, or Graduate School Dean signatures, our office will obtain additional signatures.*

11- Submit the forms to Transfer Student Services, Mail code 4725, Student Services Building Room 382.

12- Questions about the form or process?
   - For submission or course attributes:
     - Contact Transfer Student Services: 618-453-2012 or email sgoad@siu.edu.
   - For general usage of form:
     - Contact Associate Provost for Academic Programs: 618-453-7653 or email APAP@siu.edu.