

## INSTRUCTIONS for the FORM 90 Course Description\*

\* Retrieve and submit latest version of form at <http://eforms.siu.edu/siuforms/info/pvc0500.php>

### 1- Check Boxes ADD/DROP/MODIFY:

- If creating a course (ADD), a master syllabus must be included. For assistance, a sample SIU syllabus and a syllabus attachment with SIU policies are located at the bottom of the page <http://pvcaa.siu.edu/forms/index.php>.
- If dropping a course (DROP), provide the course subject area code, number, title, and whether it is for Graduate credit. If the course being dropped is a pre-requisite to or is cross-listed with another course, form 90s to modify those courses must be included. A form 90A is required to remove the course from the program's catalog page if it is referenced within the text of the page. (Note: the course will be removed automatically from the "Courses" page within the catalog(s).)
- If changing attributes of a course (MODIFY), use the drop down box located at the top of the form to choose the most appropriate option.

2- Indicate if the form 90 is related to a pending RME.

3- Indicate if the course adds/modifies/drops a course fee. If so, a form 100 is required.

4- Hours: Select 'FIXED' or 'VARIABLE' (most courses are 3 FIXED hours). Hours for existing courses can also be viewed in Banner screen SCACRSE.

- FIXED: If the course has fixed hours, the number of credit hours would be populated in the FIXED Hours (option 1): field.
  - Example with Max hours towards degree: FIXED Hours (option 1): field is populated along with Max hours toward degree: field.
    1. See ZOO 601, Continuing Enrollment, as an example where 1 hour is populated in FIXED Hours (option 1): field and Max hours toward degree: is populated. Students can repeat this 1 hour as many times as needed, so for this example, the Max hours toward degree: field is populated as 98 hours.
- VARIABLE: List minimum and maximum hours per term.
  - Example 1: If the course is for 3 OR 4 credit hours without any repeat details (no Max hours per term or Max hours toward degree), simply populate 3 OR 4 in the VARIABLE Hours (option 2): fields.
  - Example 2: If the course is for 3 TO 4 hours, place the hours in the VARIABLE Hours (option 3): fields.
    1. See ENGL 499, Readings in Literature and Language, as an example where the Max hours per term: field is populated. The

hours are 1 TO 3 so 1 TO 3 would be populated in the VARIABLE Hours (option 3) fields. The course description language indicates “May be repeated as the topic varies, up to the maximum of six semester hours.” The Max hours per term: field would be populated as 6 since the description does not state max hours toward degree.

2. See AUT 475, Special Projects in Auto, as an example where it is set up as 1 TO 6 VARIABLE Hours (option 3), with Max hours toward degree: field as 15. The course description language indicates: “Student can take a maximum of 15 hours toward degree.”

- 5- Description: Provide either new or updated course description text within the box.
- 6- Grade Mode: If not standard, click the arrow on the right side of the ‘Other’ box for a drop-down list of options.
- 7- Graduate Credit: Select “Yes” if course is for graduate credit. 400-level courses for graduate credit require Graduate School approval.
- 8- Prerequisites: If the course has a prerequisite, list course(s) by subject area code and number, i.e. UNIV 101. Prerequisites must be added to the course description (see line 5) in order to appear in the catalog and schedule description text.
- 9- Co-requisite: Co-requisite courses are taken concurrently. Select if co-requisite enrollment is required or allowed. Co-requisites must be added to the course description (see line 5) in order to appear in the catalog and schedule description text.
- 10- Equivalent course: This is relevant only if a course subject area code and/or number is changing. Provide the original subject area code and number.
- 11- Crosslist: If adding a cross-listing or changing a cross-listed course, the other affected course requires a form 90 to reflect the cross-listing or requested modification.
- 12- Degree Attribute: Select if the course is one of the following:
  - University Honors
  - IAI approved – indicate IAI Code (ex. SIU course ABE 204 is AG 901).
  - University Core Curriculum - use drop down list(s) to indicate UCC area.
- 13- Signatures: Forms must be signed by Unit Director/Chair (unless vacant) and college Dean. If operating papers specify curriculum committee approval, the committee representative signature should also be included. Support staff proxy signatures are not permitted on form 90s.  
Form 90s for TEP courses must be signed by the director of the Teacher Education Programs office.  
Associate Provost will sign and forward for processing after reviewing the form. *Note:*

*the APAP office will obtain additional signatures, including the UCC Director, Honors Director, or Graduate School Dean if necessary.*

14- Deans' offices can submit the electronic fillable form(s) to the Associate Provost for Academic Programs (APAP), [apap@siu.edu](mailto:apap@siu.edu).

15- Copies of approved and processed form 90s can be retrieved via the Xtender app in Banner.