

INSTRUCTIONS for the TEP 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. The Teacher Education Director must also sign this form. 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.