

Initial Check List for Course Forms

Form 90A: Addition of a Course

- Is there a rationale for the new course?
- Is the course title within the character limit, that is, the short version is limited to 30 characters (#4) and the long version is limited to 75 characters (#5)? (This is due to BANNER specifications.)
- Is the course a variable topics course? If yes, can the course be repeated for credit (#7)? If yes, what is the maximum number of hours allowed (#7a)?
- If the course also carries graduate credit (G is checked in #8), then 8a and 8b should have entries.
- Is the grade type specified (e.g., standard letter, P/NC [pass/no credit], S/U[Satisfactory/Unsatisfactory], etc.) (#9)?
- Is the course cross listed with a course from another department (#12)? If yes, a separate Form 90A from the other department has to be part of the application packet.
- Is the course seeking general education designations (#14)? If yes, then a rationale for each designation sought is needed. In particular, how does the course address the requirements/goals of the proposed designation (#14a)?
- Is the course description within the 25-word limit and consistent with the other course descriptions in the catalog (#16a)? (Policy 1N4: <http://www.siu.edu/policies/1n4.shtml>)
- Are prerequisites or co-requisites clearly stated, including minimum grade (#19)? Note that if no minimum course grade is specified, the default is D for undergraduate courses and C for graduate courses.
- Does the course proposal have an impact on another course, department, program, or on the university (#22)? If yes, then a letter of collation is required.
- Is the new course a replacement for an existing course (Yes to #24)? If yes, then a Form 90B: Deletion of a Course should be filed simultaneously for the existing course.

- Is a syllabus attached? The syllabus must address the following:
(<http://www.siu.edu/policies/1q2.shtml>)
 - Course goals/objectives
 - Prerequisites or co-requisites, including minimum course grade required
 - Required textbooks and other course materials
 - Contact hours
 - Description of course requirements, e.g., quizzes, exams, projects, papers, etc.
 - Relative weights of course requirements
 - Grading scale
 - Attendance requirements, if any
 - Planned course coverage via a weekly outline of topics

For courses that carry graduate credit, the following must also be addressed:

- Is the course a 400-level course? If yes, then additional requirements for graduate students must be explicitly stated on the Form 90A itself as well as the syllabus. Grading scale must take into account the difference in requirements between undergraduate and graduate students.
- A single course cannot carry both a 400 and a 500 level designation.
- Is a list of faculty eligible to teach the course provided? Only graduate faculty must be listed to teach the course.
- Will the course affect the thesis, final project, or graduate assessment plan? If yes, then a detailed explanation has to be included.

Form 90B: Deletion of a Course

- Is there a rationale for dropping the course?
- Does the deletion of this course impact other courses, departments, or programs? If yes, a letter of collation is required.

Form 90C: Modification of a Course

- Does the change involve a course number change? If yes, a Form 90C is NOT the appropriate form to use. Use a Form 90A to “create” the course with a new number and a Form 90B to delete the course with the existing number.
- Does the proposed modification involve a change in course title (#2A)? If yes, is the new course title within the character limit, that is, the short version is limited to 30 characters and the long version is limited to 75 characters? (This is due to BANNER specifications.)

- Does the proposed modification involve a change in course description (#2N)? If yes, is the new course description within the 25-word limit and consistent with the other course descriptions in the catalog? (Policy 1N4: <http://www.siu.edu/policies/1n4.shtml>)
- Is the course cross listed with a course from another department? If yes, then a separate Form 90C from the other department has to be part of the packet.
- Does the course modification have an impact on another course, department, program, or on the university (e.g., change in prerequisites, change in minimum grade, etc.)? If yes, then a letter of collation is required.
- Is there a rationale for each of the proposed changes?
- Does the proposed change involve a change in course content? If yes,
 - Is an updated syllabus included? The syllabus must address the following: (<http://www.siu.edu/policies/1q2.shtml>)
 - Course goals/objectives
 - Prerequisites or co-requisites, including minimum course grade required
 - Required textbooks and other course materials
 - Contact hours
 - Description of course requirements, e.g., quizzes, exams, projects, papers, etc.
 - Relative weights of course requirements
 - Grading scale
 - Attendance requirements, if any
 - Planned course coverage via a weekly outline of topics
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For courses that are seeking general education designations:

- Is the proposed designation clearly stated?
- Is there a rationale for the designation sought?