Catalog & Program Changes
OVERVIEW: Process, Forms, and Catalog

Request and Approval Process
• Program Description (Form 90A)
• Course Description (Form 90)

Catalog Timeline
<table>
<thead>
<tr>
<th>PROGRAM DESCRIPTION (Form 90A)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Catalog:</strong> 2013-2014</td>
</tr>
<tr>
<td><strong>Due Date:</strong> October 1, 2015</td>
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</table>

This form is used for requesting changes in requirements of a degree granting unit, major, minor, concentration, specialization, certification program and miscellaneous changes of any academic program (see instructions). All Course Descriptions (Form 90) needed to support changes described below are to be included to create a cohesive package.

**THIS CHANGE IS FOR [level]:** Drop down menu

**PROGRAM (Organizational Structure):**
- Degree granting academic unit (College or School) [Drop down menu]
- Department of Division
- Degree Type (BS, MS, etc)
- Major Title (include code)
- Minor Title (include code)
- Concentration (Graduate level only)
- Specialization (Undergraduate level only)

**BRIEF SUMMARY OF CHANGE (Use additional page(s) if necessary):**

Specific changes: Attach a copy of legible mark-up page along with a clean copy representing those changes. The mark-up page is to be a copy of the actual catalog page(s) with legible corrections made directly on the copy. In the case of extensive or complex changes, please type a new catalog copy on plain paper, double spaced, representing how you recommend the new program requirements to be shown in the catalog.

**Effective term is next published catalog:** 2013-2014  
**Early effective date requires Provost approval**

**APPROVAL:**
- Departmental Executive Officer  
  Date
- Dean  
  Date
  By signing I affirm that all programs affected by these changes have been conferred with prior to approval
- Dean of Graduate School  
  Date
- Associate Provost for Academic Programs  
  Date

**Director, Transfer Student Services**
Program changes have been reviewed for application to catalog and degree audit.  
Date

**Catalog Formatting:** Initial and date  
**Degree Audit:** Initial and date

**DISTRIBUTION** is made after action recorded by Transfer Student Services. Master file maintained in TSS with copies returned to APAP, Dean, and Department.

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**PROGRAM DESCRIPTION (Form 90A)**
Change requirements of any academic program.
Due Date: **October 1, 2015**

**Use new forms**

The Program Description is not only used to outline academic requirements for the published catalog it is also used to build CAPP (Curriculum, Advising and Program Planning) the degree audit system.

- Authority to establish and make program changes
- Links degree requirement with by student catalog year
All Course Descriptions (Form 90) needed to support changes described are attached

- Include CODES and titles
- Concentration (GS)
- Specialization (UG)
- Legible markup page along with new copy
- Suggested Curricular Guide
- Degree Requirements

Confer with other programs that use your courses
Degree Requirements:

University policy - General graduation requirements
Used to build Degree Audit

- Minimum 120 Hours
- 2.0 Grade point average
- Residency
- Senior Institutions Hours
  - 42 at 300-400 level

Program requirements
- Minimum grade requirement

Check addition
Valid courses and Credit Hours
Readable
**Suggested Curricular Guide**

**Directs Registration**
- 120 Hours
- 4 Years
- 8 Semesters
- 15 Hours Semester

**Prerequisites**
- Limited scheduling
- Consistent labeling

**Check addition**

**Valid courses/hours**

Check the schedule of classes to ensure there are no time conflicts

**Consult with the Academic Advisor**
An overall minimum GPA of 2.5 is required to register for the following major courses: Curriculum and Instruction 318a,b, 405a,b, 417, and 419. Students must earn a grade of C or better in CI 237 to enroll in 318a, b, and 405a,b. Curriculum and Instruction 318a,b, 395, 405a,b, and 495 may not be taken more than two times, and students must have the consent of the department to repeat these courses.

To be eligible for the internship, the student must have attained a minimum GPA of 2.5 in the major. An overall GPA of 2.5, have completed Curriculum and Instruction 227, 237, 245, 317, 318a,b, 327, 337, 395, 402, 404, 405a,b, and with a grade of C or better, and have consent of the field experience instructor. A minimum of twelve semester hours of course work from one of the recommended elective areas is also required prior to enrollment in the internship.

**University Core Curriculum Requirements**

- To include: Sociology 108, Psychology 102
- Child and Family Specialization Requirements
  - Health Education 351
  - Special Education 300
  - Electives

**Recommended for Early Childhood Program Director:** The following 21 hours are required for the Illinois Director Credential: Curriculum and Instruction 418, 487; Accounting 210, English 291, Finance 270; Management 350; Social Work 383. Other recommended electives include Curriculum and Instruction 325, 421, 498H, 498Q, Psychology 303; Social Work 275.

**Recommended for Child Development Specialist:** Curriculum and Instruction 325, 403, 413, 498H; Rehabilitation 401, 407; Social Work 291, 275, 295, 361, 383; Special Education 425, 412, 405.

**Recommended for Parent Educator:** Curriculum and Instruction 325, 403, 413, 498H; Health Education 312; Psychology 306, 331; Sociology 302, 521; Social Work 275, 295, 383, 421, Special Education 425.

**Recommended for Social Service Specialist:** Curriculum and Instruction 498H; Psychology 301, 303, 331, 333, Speech Communication 201, 262, 383; Sociology 321, 340, 423, Women, Gender and Sexuality Studies 201, 341, 442.

**Total**

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**FIRST YEAR**

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<td>CI 435, 413</td>
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**FOURTH YEAR**

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**EARLY CHILDHOOD MAJOR – CHILD AND FAMILY SERVICES SPECIALIZATION**

The child and family services specialization offers preparation leading to a variety of positions involving work with children and families in early childhood programs and social services agencies. Such positions may include administrator and/or
Course Description (Form 90)
Program Description (Form 90A)
Approval Process

ASSOC. PROVOST Approval

Course Description (90)
Program Description (90A)

Approved

YES

TRANSFER
STUDENT
SERVICES
Add Course to Banner

CATALOG

SCHEDULE

NO

Return to College

Master Course File
(permanent storage)
Due: October 1, 2015

Forms are signed by the department Chair and college Dean, then sent to the Associate Provost for Academic Affairs for approval

- Syllabus
- ADD (for next term)
- DROP – end dated spring
- Subject/Number have character limits
- Fixed OR variable Hours
- Repeatable course require max hours
- Description – no limit
- Grade Mode – all used must be described
**Continued...**

- Graduate credit (400 level only) - presents issue with prerequisite checking
- Pre/Co-Requisites - Required - Allowed
- Internal equivalent (number change)
- Crosslisting
- Degree attributes require additional approval

*Forms can be viewed from SCACRSE in Banner!*
CHANGE COURSE NUMBER

Do this with a MODIFY action if the old number will be defined as an internal equivalent.

Student **cannot** receive credit for both courses: *Current students receive credit under old number and new students receive credit under new number.*

If there is a possibility that students will take both the old and the new course an ADD and DROP action will be needed.
Overview of Catalog Defined Controls

• Course Description
• Special Approvals (Schedule)
• Registration Overrides
CHEM 600 is repeatable within the term (semester) up to 12 hours. A maximum of 30 hours can be used toward the degree.
COURSE LEVEL
399 and lower = UG
400-499 = DR, GR, UG
LAW 400-499 = DR, GR,
500-599 = DR, GR, ML, PL, UG
LAW 500-599 = DR, GR, ML, PL
600-699 = DR, GR
LAW 600-699 = PL
GRADE MODE default is Standard/Normal

S/U/INC used when the class is intended to be completed within the term.
S/U/DEF used when the class is not expected to be completed within the term.

If a course registration may also expect other types of grades that mode must also be defined
DEGREE ATTRIBUTES
Used to identify categories of degree requirements
• IAI – Illinois Articulation Initiative
• UHON – University Honors Program
• UCC – University Core Curriculum
• SRHR – Senior Institution Hours
Pre-Requisites, Co-Requisites and Restrictions

**Pre-Requisites** - course(s) credit required to support registration

**Co-Requisites** - course(s) that are required to accompany registration, what was previously referred to as “Concurrent Enrollment.”
Defining and Building Rules for Pre-Requisites

451A-3 Biochemistry. (Same as Biochemistry 451A and Molecular Biology, Microbiology and Biochemistry 451A) Chemistry and function of amino acids, proteins, and enzymes; enzyme kinetics; chemistry, function and metabolism of carbohydrates; citric acid cycle; electron transport and oxidative phosphorylation. Three lectures per week. Must be taken in A,B sequence. Prerequisite: one year of organic chemistry.

Banner requires that “one year of organic chemistry” be indicated CHEM 340 and CHEM 342 in order for pre-requisite checking and degree audit.
Pre-Requisite Rules: **Minimum Grade Defaults**

- 400 level and below default is D
- 500 and above is C
- LAW minimum grade is 1.3

*We are currently unable to offer Grade Point Average calculations on groups of courses.*
Example of Pre-requisite and Restriction

334-3 Database Processing. This course is designed to provide students with an understanding of advanced database processing concepts and various database management systems. Topics will include data modeling, database design, database implementation using a relational database management system, database administration, and distributed processing. A grade of C or better is required. **Prerequisite:** IST 234 or equivalent. **Restricted to IST majors.**
150-4 Calculus I. (Advanced University Core Curriculum course) [IAI Course: MTH 901] [IAI Course: M1 900-1] Major concepts and techniques of single variable calculus with careful statements but few proofs. Differential and integral calculus of the elementary functions; analytic geometry. Only 2 hours credit toward graduation if there is prior credit in 140 or 141.

Prerequisite: High school advanced algebra and trig or MATH 111 or 108 plus 109 with C or better, AND satisfactory placement score. Satisfies University Core Curriculum Mathematics requirements in lieu of 110 or 101.
An email from the Department Chair or established designee must be sent to the Scheduling office (bacos@siu.edu) each semester identifying all courses needing special approval coding and the type of approval. Although there are many types of special approval options listed Scheduling utilizes only three; advisor, department, and instructor.
REGISTRATION OVERRIDES

Registration overrides can be performed by:

• Instructor of record in Self Service Banner.
• Academic Advisor in INB.

Make sure permission is obtained prior to making the override and keep the documentation in the student’s file in case there is a question at a later date.
REGISTRATION OVERRIDES

CAPACITY – Classroom capacity (closed class)
CLASS – Classification restriction (FR, SO, JR, SR)
COLLEGE – Restricted to specific college
DEGREE – Restricted to specific degree (BFA, MA, PhD, etc.)
LEVEL – Only used by Law School
FIELD OF STUDY – Restricted to specific major (FIN, PSYC, etc.)
PROGRAM – Restricted to specific program (EH-BS-MATH)
TIME – Time conflict created by time overlap of two courses
Thank you for your time and consideration!