

MEMORANDUM

DATE: August 10, 2020

TO: Deans and Associate Deans

FROM: Meera Komarraju  8/10/20
Provost and Vice Chancellor for Academic Affairs

RE: **Deadline for Submission of Catalog and Program Change Forms**

REMINDER: The deadline for submission of Catalog and Program Change forms is the close of business Thursday, October 1, 2020. These changes require the following forms:

- Notice of Change of Academic Requirements (Form 90A)
- Course Description (Form 90)
- LAC Course Specific Fee Request (Form 100)

Signature approval at the department and college level is required prior to submitting catalog change forms. The signatures should be electronic. The APAP office will be using OneDrive as a depository for forms from the college-level. Information regarding this process will be provided to each college by the APAP office. If a change is needed after the submission of a form, please contact the APAP office at apap@siu.edu for further instructions.

You should download the latest versions of the forms from the Provost website (<http://pvcaa.siu.edu/forms/index.html>) or e-forms. Forms are accepted anytime during the year, but must be received by the October 1, 2020 deadline for inclusion in the 2021-2022 Catalog.

For assistance or questions, please contact the Office of the Associate Provost for Academic Programs at apap@siu.edu, or 453-7653.

Please forward this notice to the Chairs, Directors, and support staff responsible for completion of the forms.

Thank you for your assistance.