

Reasonable and Moderate Extension (RME)

Guidelines and FAQ

I. Program inventory

Current inventory/CIP codes: <http://tuition.siu.edu/curric/>

II. Reason for proposed action

Include a detailed justification/rationale for the proposed change. Include information on accreditation or licensure requirements where appropriate. Also describe any other programmatic changes that will result from the proposed RME.

To satisfy IBHE requirements, enrollment projections for the next five years as well as job outlook statistics must be provided for programmatic change. Evidence of the enrollment projections should be included.

Employment statistics and potential job titles can be identified at <http://www.ides.illinois.gov> and <http://www.bls.gov>.

III. Program delivery mode

Indicate whether the proposed change will offer courses face-to-face, on-line or off campus. Please check with SIU Extended Campus regarding on-line or off campus offerings (agreements@siu.edu).

IV. Anticipated budgetary effects

Staffing neutrality may be required. Please include non-staffing costs to be absorbed by the unit and others, including Morris Library, Enrollment Management, etc.. 'No effect' is not feasible. At the very least, mention 'minimal costs' such as editing websites, changing recruitment material, revising catalog copy, etc.

V. Arrangements to be made for (a) affected faculty, staff and students; and (b) affected equipment and physical facilities

If the proposed change requires course work from another program, creates coursework similar to current courses in other programs, or is an interdisciplinary offering, solicit and attach letters of concurrence from each affected program or the appropriate college dean.

Eliminating a program requires a teach-out plan. The plan should provide details on the timeline for courses students will need to complete the program and advisement of students. Note whether other educational units, curricula, or degrees are affected by this action.

VI. Assessment of Student Learning Outcomes

Attach the current program's assessment plan and report for the program being modified. If this is a new undergraduate major or specialization, include a curriculum map.

If proposal approval will result in any changes to the undergraduate or graduate catalog, a clear mark-up of the catalog page must be included. Please provide a clear copy of catalog language to be added or modified. For new courses added provide master syllabi.

Note: If this is an RME for IBHE Temporary Status for a center or institute, modify this section to include information requested on the SIU System template for Centers and Institutes Annual Reporting (<https://siusystem.edu/academic-affairs/forms.shtml>). Include a draft of this report in lieu of an academic assessment plan.

VII. The requested effective date of implementation

After final approval, notification of the effective date will be provided to the Dean and program. Typically, the form 90A/90 will be processed immediately after approval for the next catalog cycle. The RME must receive final approval from the President's Office/IBHE by November 1 to be included in the next academic year catalog that begins the following Summer semester.