GUIDELINES AND STEPS FOR DEVELOPING AND PROCESSING REASONABLE AND MODERATE EXTENSIONS (RMEs)

The following provides general steps and guidelines for the RME process. The times stated for each step are only approximations and do not account for RMEs with any extenuating circumstances or opposition. Included is a chart which breaks down the RME approval process. A sample of the APAP checklist for proposals is also included.

For developing and processing brand new degree programs, a different form and a more vigorous review is required. Please contact the Associate Provost for Academic Programs for more information at apap@siu.edu or at 453-7653.

1. Program faculty and school director discuss plans for program changes, generally in response to program review, assessment reports, new accreditation criteria and/or state standards.

2. School director discusses proposed changes with Dean and/or the appropriate Associate Dean to ensure that these changes do not affect other academic units in the school or college. *Please note: all program changes must be budget and staffing neutral unless the Provost and the Dean agree otherwise about funding.*

3. Faculty or school director consults with the Office of the Associate Provost for Academic Programs to review the forms and to establish a timeline for their completion (usually less than 1 month).

4. The RME originates in the school/college making the request and shall include:
   a. The RME. The available format is an editable MS Word template. Please add a name to the top of the RME and remove the instructions as each section is completed.
   b. The catalog copy with edits.
   These forms can be accessed on the Provost and Vice Chancellor's website at https://pvcaa.siu.edu/associate-academic-programs/nuis-rmes.php/. *Please note: The faculty must <u>not</u> vote on the proposed changes before submission.*

5. Send the above to the Office of the Associate Provost for Academic Programs (APAP) at apap@siu.edu.

6. The APAP will review the completed proposal. If all the required components are included (see attached checklist), the APAP will then forward it to the Associate Provost for Academic Administration (APAA) and SIU Vice President for Academic Innovation, Planning, and Partnerships for informal review. (If proposal requires, the Graduate Dean and Executive Director of Extended Campus may be included in the informal review).

7. RME will be reviewed for Article 9 requirements. If Article 9 is applicable, additional steps will be required. Please see "Overview and Timeline/Procedure for Article 9 Process." This information is intended to provide guidance to faculty and schools who are exploring program changes that could include "initiating, merging, reducing (separating, severing, or removing a program, but not eliminating), or eliminating an academic degree program or academic school or Library Affairs unit."

In addition, it is intended to provide clarification and guidance as to the appropriate steps in relation to Article 9 of the [SIUCFA collective bargaining agreement](#).

8. After the SIU Vice President has reviewed, additional revisions may be requested from the school.

9. If the RME does not require submission to the Faculty Association, the school will be asked to now submit the "Approval Form for RME/NUI" including signatures indicating the approval of the faculty, director, college curriculum committee (or other designated college-wide body), and dean. The dean's signature is required (delegate is not accepted). The form is located at https://eforms.siu.edu/siuforms/info/pvc0100.php. A dean's letter of support is required when submitting the Approval Form for RME/NUI.

10. After the approval form and dean's letter of support are received and all revisions are approved, the RME will then be forwarded from the APAP to the Faculty Senate and/or Graduate Council as appropriate. Allow approximately six weeks to two months for approval from either constituency. Approval status for RMEs may also be tracked at https://pvcaa.siu.edu/associate-academic-programs/nuis-rmes.php.

11. The Faculty Senate and/or the Graduate Council will notify the originator of the RME through the Office of the Associate Provost for Academic Programs regarding recommended changes or if the group fails to approve the request.

12. If the constituency group(s) approve(s) the RME/NUI, it will be forwarded by the Provost to the Chancellor for approval. Upon approval by the Chancellor, a request will be sent to the SIU President for formal approval.

13. After receiving approval from the President, a memo to affected officers will be distributed from the APAP office, and the signed Program Description Form 90A will be requested. The effective date for implementation will correspond with the effective term of "the next published catalog." Please note that the effective date of the approved RME or NUI will correspond with whichever catalog is open for changes at the time of the approval. The deadline for inclusion in the catalog is October 1 of the year prior to the publication of the catalog. *Example*: *An RME approved December 2022 (after the Oct 1 deadline) will be implemented in the 2024/25 catalog*. Exceptions require Provost approval. Programs cannot register or graduate students in the new RME approved program until the catalog is published.

14. For more information, contact the Office of the Associate Provost for Academic Programs at apap@siu.edu or at 453-7653.

Development Steps for RME Programs

Preliminary Review (where operating papers apply) School Curricular Committee, School Faculty, College Curriculum Committee

The College Dean submits the RME to the Associate Provost for Academic Programs (APAP)

The RME is reviewed informally for feasibility, revision, and Article 9 implications.
Timeline: 1 week for review/2 weeks for revision

Is RME subject to Article 9 stipulations?

YES,
Associate Provost for Academic Administration (APAA) notifies APAP **Timeline:** 1 week

NO,
RME is submitted by APAP directly to constituency group(s)

APAP sends:
- Faculty Association Notification of Proposal under Article 9
- RME materials to appropriate/constituency group(s)
- School and constituency group confirmation of FA notification

To Faculty Senate and/or Graduate Council for Notice and Action
Timeline: 45-60 days

For Article 9 Steps and Timeline, please see https://pvcaa.siu.edu/_common/documents/article-9-timeline.pdf

Approval request from Provost to Chancellor
Timeline: 1 week

School calls for Faculty votes on RME
Timeline: 1 month

Faculty Association responds to the notification and now may request faculty votes
Timeline: 1 month

Approval request from Chancellor to President
Timeline: 1 week

Approval from President
Timeline: 2 weeks

Approval process continues with constituency group(s) approval in right-hand column.

Approval from IBHE (if applicable, e.g. change in CIP code)
Timeline: 3-6 weeks

Affected Officers notified by APAP

Process Form 90A's and 90's -- forward to Transfer Student Services

ASSOCIATE PROVOST FOR ACADEMIC PROGRAMS
RME/NUI INFORMAL REVIEW
CHECKLIST

Program:
Contact person:

Action Needed	Complete	
		Electronic document in MS Word
		Clean up formatting
		Complete inventory of all programs, minors, certificates in unit
		Employment opportunities statistics (with source)
		Enrollment projections with justification
		Current enrollment numbers in programs, minors, certificates, specializations/concentrations to be eliminated. Anticipated completion for teachout of the students.
		Assessment plan
		Budget effects ('No anticipated effects' is unrealistic)
		Concurrence letters (if applicable)
		Major map (undergraduate degrees only)
		Catalog copy in MS Word
		Catalog description of new/modified courses in RME
		PVC approval form (required for final submission to APAP office)
		Dean's letter of support (required for final submission to APAP office)
		Credit hours are sufficient for minor, certificate, major
		Short form CV of Faculty (NUI only)
		External letters of support (NUI only)
		Notify Extended Campus (on-line only)
		A9 Program Change Plan (if applicable)
		Update Licensure Disclosure (https://professionallicensure.siu.edu/)

Comments: