

MEMORANDUM

DATE: August 11, 2022

TO: Deans and Associate Deans

FROM: Meera Komarraju 
Provost and Vice Chancellor for Academic Affairs

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

REMINDER: The deadline for Catalog and Program forms is the close of business on Friday, September 23, 2022. Any Catalog and Program forms submitted after the close of business Monday, October 3, 2022 will be filed for the next catalog cycle (2024-2025). These changes require the following forms:

- Program Description and Requirements (Form 90A)
- Course Description (Form 90)
- LAC Course Specific Fee Request (Form 100)

Signature approval at the school 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. 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 3rd deadline for inclusion in the 2023-2024 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 School Directors and support staff responsible for completion of the forms.

Thank you for your assistance.