

Date: August 23, 2017

MEMORANDUM

To: Deans, Associate Deans, Chairs, Directors, and Support Staff

From: Lizette Chevalier, Associate Provost for Academic Programs

David DiLalla, Associate Provost for Academic Administration



Re: **Deadline for Submission of Forms for Catalog**

The FINAL deadline for submission of Catalog and Program Changes forms, Notice of Change of Academic Requirements (Form 90A), LAC Course Specific Fee Request (Form 100), and Course Description (Form 90), is close of business Monday, October 2, 2017. There is some discussion on the need to revise the deadline with a digital catalog. Since we are in the first round of developing the digital catalog, we are not prepared to take this request under advisement just yet. Once fully implemented, this policy will be revised in part.

Signature approval at the department and college level is required prior to submitting catalog change forms. Forms should be grouped by program and submitted in one packet; meaning that corresponding 90s, 100s, and only one 90A per program are included. Submit the program packet directly to the APAP office, MC 4305.

Please download the latest versions at <http://pvcaa.siu.edu/forms/index.html>. Forms are accepted anytime during the year, but must be received by the October deadline date for inclusion in the next published catalog – 2018-19.

For assistance or questions, please contact the Associate Provost for Academic Programs office, Lizette.Chevalier@siu.edu, 453-7653.

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

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