

All Sections of This Form Pertinent to Your Request Must Be Completed (See page two for instructions).

1. Action Requested (Add/Drop/Modify): (Complete only 2, 3c, 3f and 8 if drop.)
(All 'ADD's must be accompanied by a syllabus)

2. Course (Subject Area, Number, Hours, Title):
 - (a.) Enter the desired short title for class schedules and transcripts. (up to 24 characters)

 - (b.) Catalog description and prerequisite as you wish it to appear in catalog (maximum 450 characters/approx. 75 words):

3. Course Attributes (Complete only 3c and 3f if DROP):
 - (a.) Prerequisite(s) for this course (**same as in item 2b**):
 - (b.) Is this course repeatable for credit? If yes, max hours per term: Max hours toward degree:
 - (c.) Is this course crosslisted with any other course(s)? Please list:
 - (d.) If course is 400-level and **NOT FOR GRADUATE CREDIT**, please check
 - (e.) If course has special grading please indicate:
 - (f.) Is course a new (or being dropped) requirement for any specialization or major in any dept?
(If needed, process a FORM 90-A. Please notify all affected departments)
 - (g.) Is the course a UCC course? If yes, please attach a syllabus for the course.
 - (h.) Does the course match an IAI course? If so, which IAI course?
4. If **MODIFICATION**, itemize the change(s): Please check all that apply. Hours; Number; Prerequisite;
 Title; Description; Crosslisting; Department Name Change; Grading; Fee. (see instructions)
 List actual modification; i.e. number of new course, change in prerequisite, change in dept. name, etc:

5. Requests for **ADDS** and **MODIFICATIONS** must include a statement of justification (List in space below or use additional sheet):

6. Following approval of the **ADD** or **MODIFICATION**, will the resulting course overlap an existing one in another department?
 If yes, identify the department and append a letter of concurrence from that department chair and approval from the dean of the appropriate college. Department:

7. Effective term will be the next published catalog.: (Academic Support Programs use only).

8. APPROVALS:

Department Chair/Director	Date	UCC Director	Date
		(If course is in University Core Curriculum)	
Curriculum Committee Chair	Date	Dean: Graduate School	Date
		(If 400-600 level class)	
Appropriate Dean	Date	Associate Provost for Academic Affairs	Date

Recorded: Academic Support Programs _____ Date

- Item 1. Select the appropriate category. Note that only items 2, 3c and f, and 8 need to be completed if a DROP is requested. All 'ADD's must be accompanied by a syllabus.
- Item 2. All requests must include Subject Area Abbreviation (Subject Area Abbreviation must be approved in advance by Academic Support Programs); Course Number (if new, must be approved by Academic Support Programs); Credit Hours; and Course Title. If a modification of title is requested, the new title must be placed on this line.
- Abbreviate the course title to 24 characters maximum length. This abbreviation will be used on transcripts and class schedules.
 - Catalog descriptions should be as concise as possible and kept to 50 words or less. It is important to include statements with respect to unusual charges or requirements for the course, as well as a concise statement of any prerequisite(s). Statement that a 400-level course being Not for Graduate Credit should also be included here. Notation of a PASS/FAIL status, S/U grading, or DEF grading should also be included in this item following the prerequisite(s).
- Item 3. Course Attributes:
- Please list PREREQUISITE(S) for this course (same as in item 2b).
 - Indicate whether or not this course is repeatable. If it is, indicate the maximum number of hours the course may be repeated within a single term and/or the maximum number of hours the course may be repeated toward the degree.
 - Is this course CROSSLISTED with any other courses? Specify department and course number. Please list all that apply even if the course is being DROPPED. It is the responsibility of the department initiating the change to inform other affected departments.
 - Check the box if course is 400-level and NOT FOR GRADUATE CREDIT.
 - Indicate any special grading: e.g. CR, PF, PR, SU, SI (grad only), LD (grad only) etc.
 - If this course is a NEW requirement for any specialization or major check "yes" and submit a FORM 90A for processing so that catalog copy can be changed. If the course is a new requirement in another unit, they also need to submit a FORM 90A. If the course is being DROPPED and is a requirement, a FORM 90A must also be processed to change the curriculum. It is the responsibility of the department initiating the change to inform other affected departments.
 - If the course has been approved for the UCC please indicate and attach a syllabus for the course.
 - If the course matches any of the IAI courses please indicate which IAI course. You will be contacted by Records and Registration at which time you will be asked to submit an electronic syllabus for review by the appropriate IAI review committee. For a listing of IAI courses go to: <http://www.itransfer.org/IAI/>
- Item 4. Check all items that are being MODIFIED. Anything that is changed from the previous catalog listing should be checked. List the actual modification, for example: Title change from "Sociology I" to "Human Behavior". If the form is being submitted to add or modify a fee you may NOT use the same form to affect any additional changes. Please use an additional Form 90 for any additional changes.
- Item 5. Requests for ADDS and MODIFICATIONS must include a statement of justification indicating the need for the change or the addition.
- Item 6. Is CONCURRENCE needed? If so, append a letter from the chair of the department that gives concurrence with approval from the dean of the appropriate college. If the question of concurrence hasn't been handled previously, it will be handled by the respective Curriculum Review Committee.
- Item 7. The effective date of the proposed change will be the next published catalog. A new course (ADD) may be made available the following semester but will not be published until the next catalog. The effective date will be provided by Academic Support Programs. For dropped courses, the term indicated by Academic Support Programs represents the last term the course may be offered.
DEADLINE DATES: For undergraduate courses (100-400), including 400-level courses that are also for graduate credit, the due date for Form 90's is the middle of the October prior to the printing of the next catalog, which is printed one year in advance of it's effective date. For example:
- | <u>Submit Date</u> | <u>Effective Term</u> | <u>Undergraduate Catalog Edition</u> |
|--------------------|-----------------------|--------------------------------------|
| By 10/07 | Summer 2009 | 2009/2010 (printed Fall 2008) |
| By 10/08 | Summer 2010 | 2010/2011 (printed Fall 2009) |
| By 10/09 | Summer 2011 | 2011/2012 (printed Fall 2010) |
- The due date for graduate only courses (500-600) is the end of the October prior to the effective date of the next catalog. For example:
- | <u>Submit Date</u> | <u>Effective Term</u> | <u>Graduate Catalog Edition</u> |
|--------------------|-----------------------|--|
| By 10/07 | Summer 2008 | 2008/2009 (available late Spring 2008) |
| By 10/08 | Summer 2009 | 2009/2010 (available late Spring 2009) |
- Item 8. APPROVALS.
Please obtain all appropriate signatures. The form cannot be processed without signatures.
Approvals by the appropriate Department Chair and Dean signify that no additional faculty is needed to teach the course.
Approval for a Core Curriculum course must also be signed by the Director of the Core Curriculum.
The approval of all graduate level courses must be approved by the Dean of the Graduate School. The approval term is assigned by Academic Support Programs.

When using Adobe Acrobat Reader, you will only be able so save the form. When using Adobe Acrobat, you will be able to save the form and information.