

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

1. The RME originates in the department making the request and shall be accompanied by two other forms:
  - 1) Approval Form for Curricular Changes including original signatures indicating the approval of the faculty, the chair, the college curriculum committee (or other designated college-wide body), and the dean; and
  - 2) Form 90-A with attached catalog copy.

These forms can be accessed on the Provost and Vice Chancellor's website at <http://www.siu.edu/~vcaap/PVC%20Forms.htm>.

2. Send all of the above to the Office of the Associate Provost for Academic Affairs, Mailcode 4311.
3. The Provost and Vice Chancellor and the Associate Provost for Academic Affairs will review the proposal and then forward it to the Vice President for Academic Affairs for informal review.
4. The RME will then be forwarded to the Faculty Senate and/or Graduate Council as appropriate. Allow approximately six weeks to two months for approval from either constituency.
5. The Faculty Senate and/or the Graduate Council will notify the originator of the RME through the Office of the Associate Provost for Academic Affairs regarding recommended changes or if the group fails to approve the request.
6. If the constituency group(s) approves the RME, it will be forwarded by the Provost to the Chancellor for approval. Upon approval by the Chancellor, a request will be sent to the President for formal approval.
7. After receiving approval from the President, a memo to affected officers will be distributed from the Associate Provost's office, and the signed Form 90-A will be forwarded to the academic support unit of Records and Registration.
8. For more information, contact the Office of the Associate Provost for Academic Affairs at 536-6607 or 453-7637.