



(Form 90-A)

Notice of Change of Academic Requirements
Southern Illinois University Carbondale

This form should be used for requesting changes in requirements of a degree granting unit, major, minor, concentration, specialization, certificate program and miscellaneous changes of any academic program. (See instructions)

1. This change is for:

(Please submit two forms if change relates to both graduate and undergraduate programs)

2. Name of units, department:

- a. Degree granting academic unit (College or School)
- b. Department or Division
- c. Degree Type (BS, MS etc)
- d. Major
- e. Minor
- f. Concentration
- g. Specialization

3. Brief Summary of Change (use additional page if necessary):

4. Specific Changes:

If changes are editorial and minor, please make a copy of the actual catalog page(s) with corrections made on the copy and attach to this form. If changes are extensive, please type new catalog copy on white bond paper, double-spaced, outlining what you recommend for the appropriate catalog and attach to this form.

5. Effective term will be the next published catalog:

(Academic Support Programs use only).

6. Approved:

a. Departmental Executive Officer

_____ Date

b. Dean

_____ Date

c. Dean of the Graduate School
(for graduate programs)

_____ Date

d. Associate Provost (Academic Affairs)

_____ Date

7. Academic Support Programs:

_____ Date

INSTRUCTIONS for the FORM 90-A

Revised May 2006

- Item 1. Select the appropriate category. If the change effects both the undergraduate and graduate catalogs, two separate forms need to be submitted.
- Item 2. List your College, Department or School, the major or minor and, if relevant, the concentration or specialization.
- Items 3-4. Summarize the change. If changes are minor and/or editorial, please make a copy of the most current catalog and make changes on the copy and attach to the form. If changes are extensive, type new catalog copy and attach to the form.
- Item 5. Effective date will be the next published catalog. Date will be provided by Academic Support Programs. Deadline for submittal for the Undergraduate Catalog is the middle of the October prior to the printing of the next catalog, which is printed one year in advance of its effective date. For example:

<u>Submit Date</u>	<u>Effective Term</u>	<u>Undergraduate Catalog Edition</u>
By 10/05	Summer 2007	2007/2008 (printed Fall 2006)
By 10/06	Summer 2008	2008/2009 (printed Fall 2007)
By 10/07	Summer 2009	2009/2010 (printed Fall 2008)

Deadline for submittal for the Graduate Catalog is the end of 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 10/06	Summer 2007	2007/2008 (available late Spring 2007)
By 10/07	Summer 2008	2008/2009 (available late Spring 2008)

- Item 6. Please obtain all appropriate signatures. The form cannot be processed without signatures. In the case of graduate changes, the Graduate Dean's signature must also be present.

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