Catalog Review Process

Dr. James S. Allen, Associate Provost for Academic Programs
Ruth O'Rourke, Assistant
Tamara Workman, Director Transfer Student Services
Tom Whittington, (CAPP) Degree Audit
Suzanne Goad, Master Course File

SIU
Southern Illinois University
CARBONDALE

Catalog

Catalog represents a SYSTEM by which we ensure academic integrity.

- The New Unit of Instruction (NUI) and Reasonable and Moderate Extension (RME) are **formal processes for approving**, implementing and maintaining academic offerings for a specified academic year.
- **Catalog year** covers an academic school year beginning with summer and concluding with the spring semester.
- Catalog (Degree Requirements) along with **Master Course File** provide a method by which we manage curriculum and verify compliance.

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Catalog (Year)

Catalog year policy **guarantees** a consistent program requirement for a period of seven years. The catalog system is dependent upon **timeline** and the common understanding of a comprehensive set of protocol supporting the review process.

Once academic offerings for a school year have been published those requirements must remain constant; representing a **contractual agreement** between the institution and the student.

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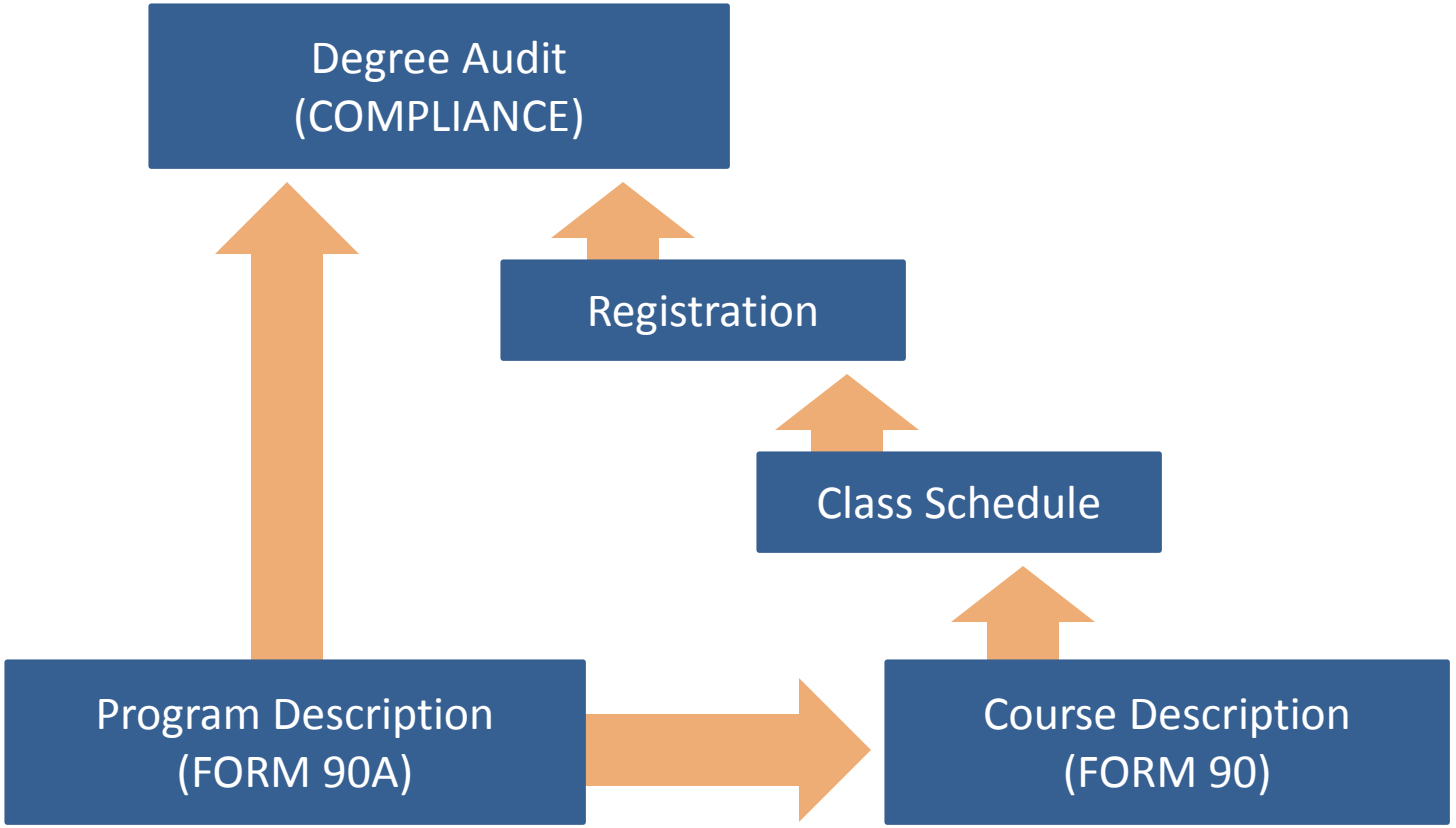
OVERVIEW: Process, Forms, and Catalog

Request and Approval Process

- Program Description (Form 90A)
  - -Admission Criteria
  - -Degree Requirements
  - -Curricular Guide
- Course Description (Form 90)
- Course Specific Fee Request (Form 100)
- Catalog Proofing

Southern Illinois University Carbondale



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CARBONDALE

PROGRAM DESCRIPTION (Form 90A)

- Program Information
- **Admission Criteria**

  Chancellor approval needed for “selective” criteria
- **Degree Requirements** (Degree Audit)
- **Curricular Guide** (Scheduling and Registration)
- Faculty Listing

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CARBONDALE

PROGRAM DESCRIPTION (Form 90A)

- Program Information
  - Accreditation and association
  - Relevance to student career goals
- **Admission Criteria**
  - Separate application
  - Eligibility criteria
- **Degree Requirements**
  - UCC
  - Major Core
  - Specialization, Minor, Electives
  - General Electives
- **Curricular Guide**
  - Course sequence
- Faculty Listing

CATALOG PROOFING

- **Program Information**
  - Accreditation and association
  - Relevance to student career goals
- **Admission Criteria**
  - Separate application
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- **Degree Requirements**
  - UCC
  - Major Core
  - Specialization, Minor, Electives
  - General Electives
- **Curricular Guide**
  - Course sequence
- **Faculty Listing**

Program Description (Form 90A)

ONE (1) Package per Program

- Admission Criteria (UG)
- Degree Requirements (Degree Audit)
- Curricular Guide (Scheduling and Registration)
- Form 90, Course Descriptions needed to support changes

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CARBONDALE

“Selective” Admission Criteria

I recommend your approval of the stated admission criteria which is beyond that of the University’s, as provided in SIU Carbondale Admission Policies A.I.A.1. The admission criteria are below and attached as catalog copy.

All students who plan to major in Music will first be admitted as Pre-Music students provided they meet the University’s admission policy. Beginning freshmen and transfer students are required to audition in person or by recording prior to admittance to the desired specialty in music. Following a successful audition, students will be granted the status of music major and be allowed to register for classes in the desired specialty.

Attachment

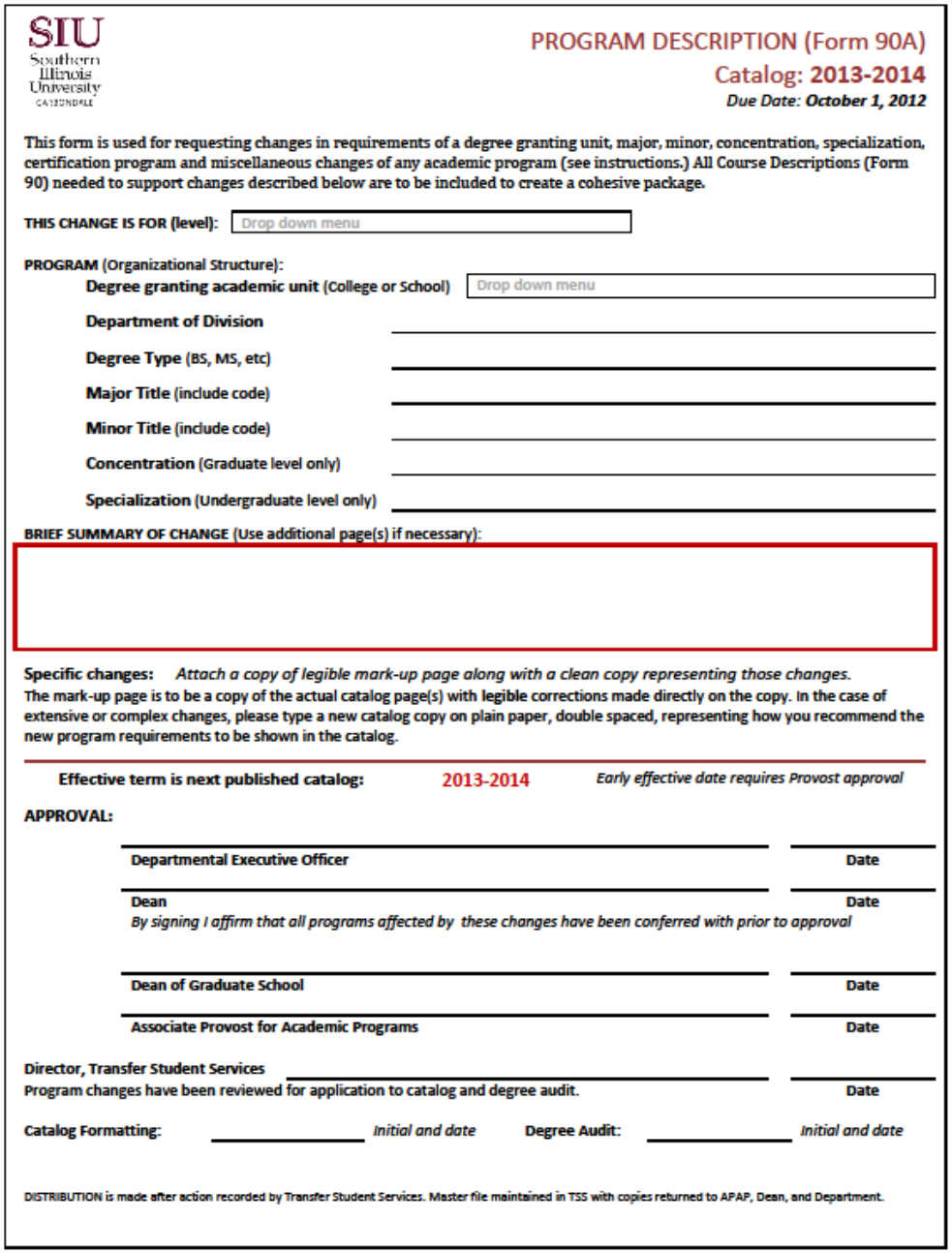
Approved/Denied

4/3/13

Rita Cheng, Chancellor (Date)

“Selective” Admission Criteria

All applicants must satisfy standard University baccalaureate entrance requirements in order to be admitted into the University and included in the Architectural Studies applicant pool. Enrollment in the Architectural Studies program will be based upon selective admission criteria. High School graduates will be evaluated on ACT results and class rank. Transfer and change of major students will be evaluated on grade point average as calculated by Southern Illinois University Carbondale.



SIU Southern Illinois University Carbondale

PROGRAM DESCRIPTION (Form 90A)
Catalog: **2013-2014**
Due Date: ***October 1, 2012***

This form is used for requesting changes in requirements of a degree granting unit, major, minor, concentration, specialization, certification program and miscellaneous changes of any academic program (see instructions.) All Course Descriptions (Form 90) needed to support changes described below are to be included to create a cohesive package.

THIS CHANGE IS FOR (level): Drop down menu

PROGRAM (Organizational Structure):

Degree granting academic unit (College or School) Drop down menu

Department of Division _____

Degree Type (BS, MS, etc) _____

Major Title (include code) _____

Minor Title (include code) _____

Concentration (Graduate level only) _____

Specialization (Undergraduate level only) _____

BRIEF SUMMARY OF CHANGE (Use additional page(s) if necessary):

Specific changes: *Attach a copy of legible mark-up page along with a clean copy representing those changes.*
The mark-up page is to be a copy of the actual catalog page(s) with legible corrections made directly on the copy. In the case of extensive or complex changes, please type a new catalog copy on plain paper, double spaced, representing how you recommend the new program requirements to be shown in the catalog.

Effective term is next published catalog: 2013-2014 *Early effective date requires Provost approval*

APPROVAL:

Departmental Executive Officer _____ **Date** _____

Dean _____ **Date** _____
By signing I affirm that all programs affected by these changes have been conferred with prior to approval

Dean of Graduate School _____ **Date** _____

Associate Provost for Academic Programs _____ **Date** _____

Director, Transfer Student Services _____ **Date** _____
Program changes have been reviewed for application to catalog and degree audit.

Catalog Formatting: _____ *Initial and date* **Degree Audit:** _____ *Initial and date*

DISTRIBUTION is made after action recorded by Transfer Student Services. Master file maintained in TSS with copies returned to APAP, Dean, and Department.

PROGRAM DESCRIPTION **(Form 90A)**

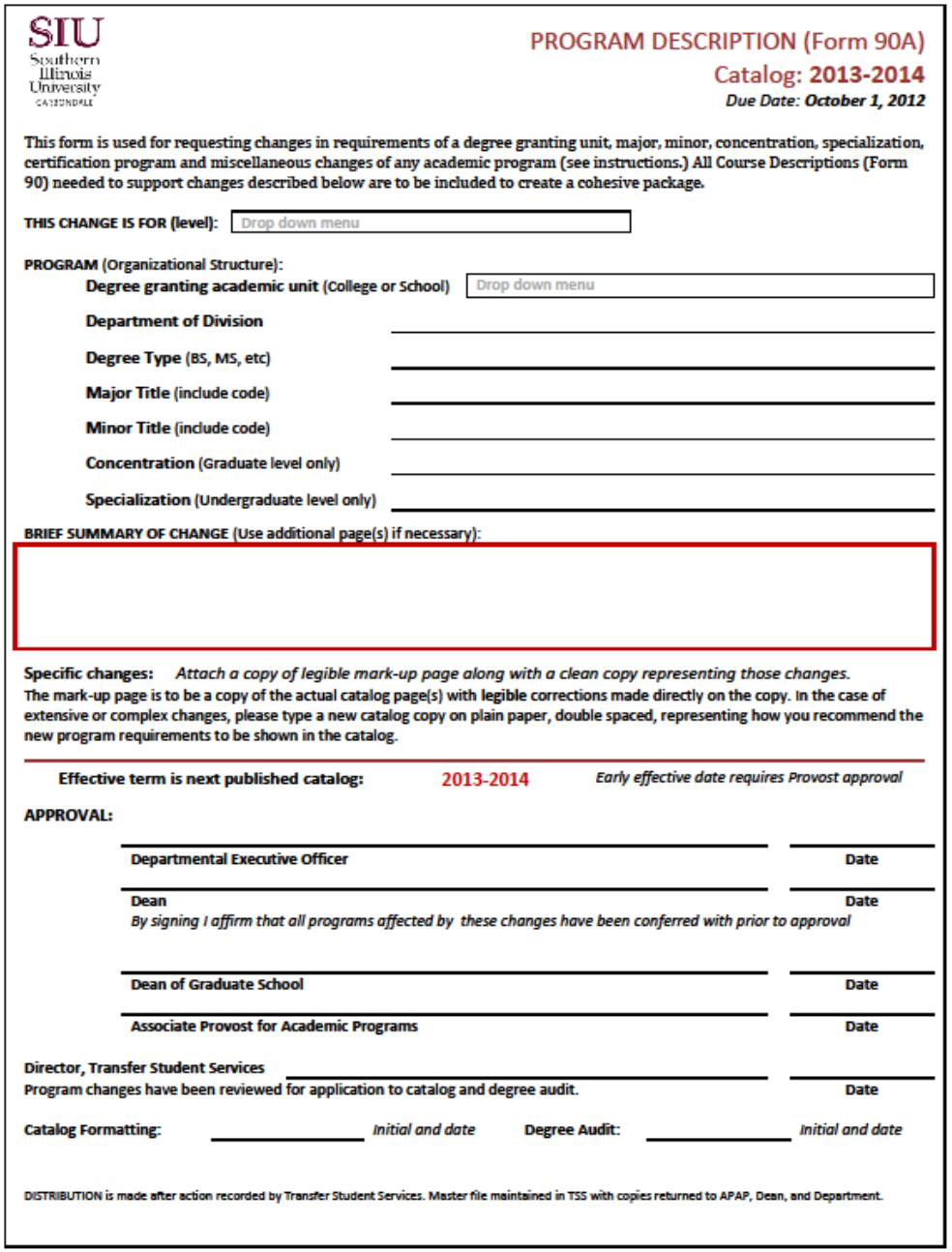
Change requirements of any academic program.

Due Date: **October 1, 2013**

Use new forms

The Program Description is not only used to outline academic requirements for the published catalog it is also used to build CAPP (Curriculum, Advising and Program Planning) the degree audit system.

- Authority to establish and make program changes
- Links degree requirement with by student **catalog year**



SIU Southern Illinois University CARBONDALE

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PROGRAM DESCRIPTION (Form 90A)

All Course Descriptions (Form 90) needed to support changes described are attached

- Include CODES and titles
- Concentration (GS)
- Specialization (UG)
- Legible markup page along with new copy
- *Special Approved Admission Criteria*
- *Degree Requirements*
- *Curricular Guide*

Confer with other programs that use your courses

An overall minimum GPA of 2.5 is required to register for the following major courses: Curriculum and Instruction 318a,b, 405a,b, 417, and 419. Students must earn a grade of *C* or better in CI 237 to enroll in 318a, b, and 405a, b. Curriculum and Instruction 318a,b, 395, 405a,b, and 495 may not be taken more than two times, and students must have the consent of the department to repeat these courses.

To be eligible for the internship, the student must have attained a minimum GPA of 2.5 in the major, an overall GPA of 2.5, have completed Curriculum and Instruction 227, 237, 245, 317, 318a,b 327, 337, 395, 404, and 405a,b with a grade of C or better, and have consent of the field experience instructor. A minimum of twelve semester hours of course work from one of the recommended elective areas is also required prior to enrollment in the internship.

University Core Curriculum Requirements 41
To include: Sociology 108; Psychology 102
Child and Family Specialization Requirements 53
Curriculum and Instruction 227, 237, 245, 317, 318A,B, 327, 337, 395, 402, 404, 405A,B, 417, 419, 495 47
Health Education 351 3
Special Education 300 3
Electives 26
Recommended for Early Childhood Program Director: The following 21 hours are required for the Illinois Director Credential: Curriculum and Instruction 418, 487; Accounting 210; English 291, Finance 270; Management 350; Social Work 383. Other recommended electives include Curriculum and Instruction 325, 421, 498h, 498Q, Psychology 303; Social Work 275.
Recommended for Child Development Specialist: Curriculum and Instruction 325, 403, 413, 498H; Rehabilitation 401, 407; Social Work 291, 275, 295, 361, 383; Special Education 425, 412, 405.
Recommended for Parent Educator: Curriculum and Instruction 325, 403, 413, 498H; Health Education 312; Psychology 306, 331; Sociology 302, 321; Social Work 275, 295, 383, 421; Special Education 425.
Recommended for Social Service Specialist: Curriculum and Instruction 498h; Psychology 301, 303, 331, 333; Speech Communication 201, 262, 383; Sociology 321, 340, 423; Women, Gender and Sexuality Studies 201, 341, 442.
Total 120

Early Childhood Education Child and Family

Degree Requirements:

University policy - General graduation requirements

- Minimum 120 Hours
- 2.0 Grade point average
- Residency
- Senior Institutions Hours

-42 at 300-400 level

Program requirements
-Minimum grade requirement

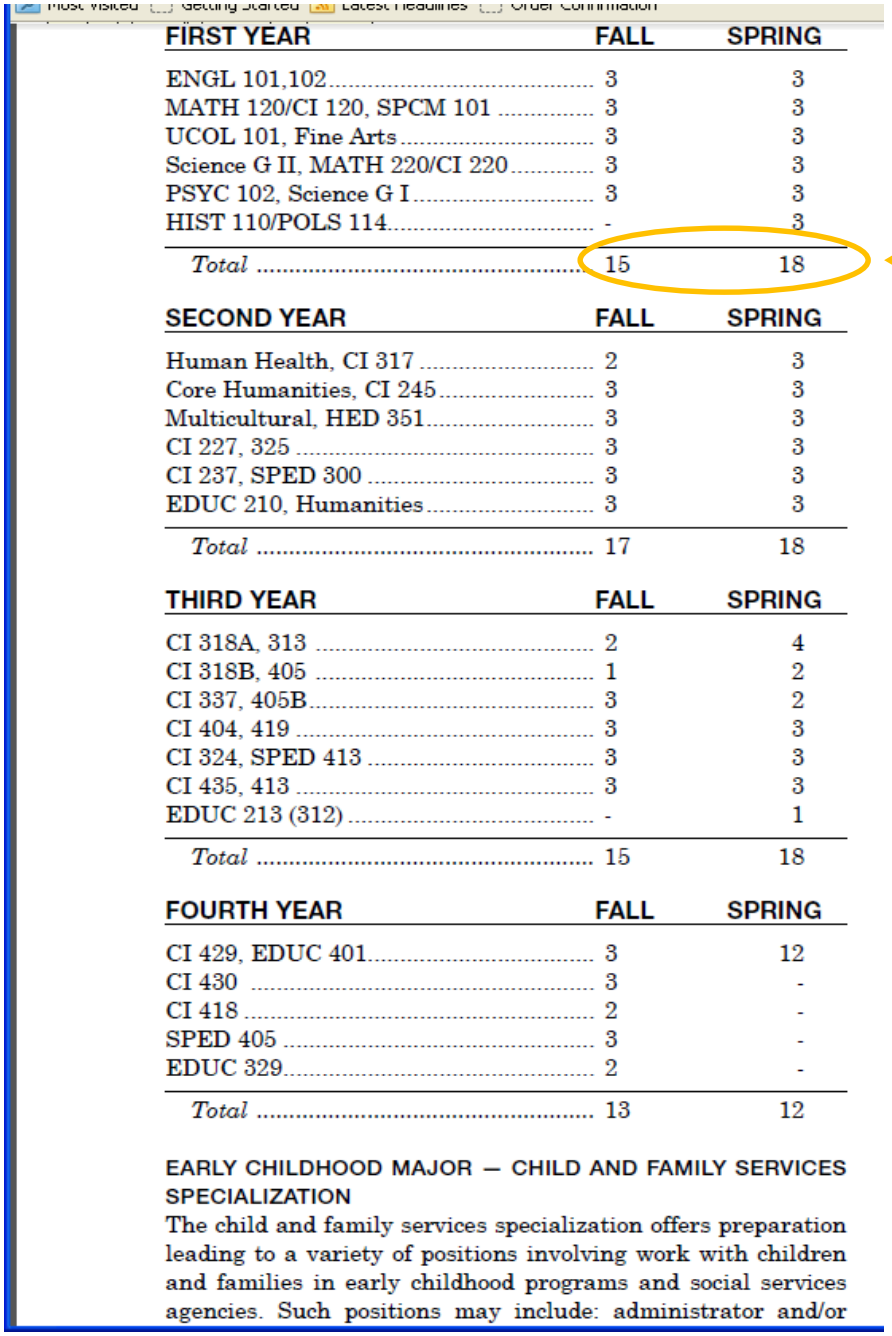
Check addition
Valid courses
Readable

Standard Layout for Degree Requirements

Degree, Field of Study			120 Hrs
University Core Curriculum (UCC)			**41**
	Requirements and/or suggestions		
Major Requirements (all majors)			**79**
	Major Core		
	Specialization(s)	**42 Hours at 300-400 level**	
	Major Electives		
	General Electives		

Standard Layout for Degree Requirements

B.S. Sports Administration			120 Hrs
University Core Curriculum (UCC)			**41**
	Must include: KIN 210, PSYC102, PHIL104		
Major Requirements (all majors)			**79**
	KIN 201, 301,313,324,329,345,416,360,364,365,455	34	
	ACCT 210, CS 200b or ISAT 229, ECON 240, MGMT 208 or EPSY 402, MGMT 304, MKTG 304, PSYC323, SPCM 280	27	
Electives (Major and/or General)		18	



FIRST YEAR	FALL	SPRING
ENGL 101,102	3	3
MATH 120/CI 120, SPCM 101	3	3
UCOL 101, Fine Arts	3	3
Science G II, MATH 220/CI 220	3	3
PSYC 102, Science G I	3	3
HIST 110/POLS 114	-	3
Total	15	18

SECOND YEAR	FALL	SPRING
Human Health, CI 317	2	3
Core Humanities, CI 245	3	3
Multicultural, HED 351	3	3
CI 227, 325	3	3
CI 237, SPED 300	3	3
EDUC 210, Humanities	3	3
Total	17	18

THIRD YEAR	FALL	SPRING
CI 318A, 313	2	4
CI 318B, 405	1	2
CI 337, 405B	3	2
CI 404, 419	3	3
CI 324, SPED 413	3	3
CI 435, 413	3	3
EDUC 213 (312)	-	1
Total	15	18

FOURTH YEAR	FALL	SPRING
CI 429, EDUC 401	3	12
CI 430	3	-
CI 418	2	-
SPED 405	3	-
EDUC 329	2	-
Total	13	12

EARLY CHILDHOOD MAJOR — CHILD AND FAMILY SERVICES SPECIALIZATION

The child and family services specialization offers preparation leading to a variety of positions involving work with children and families in early childhood programs and social services agencies. Such positions may include: administrator and/or

CURRICULAR GUIDE

Guides Registration

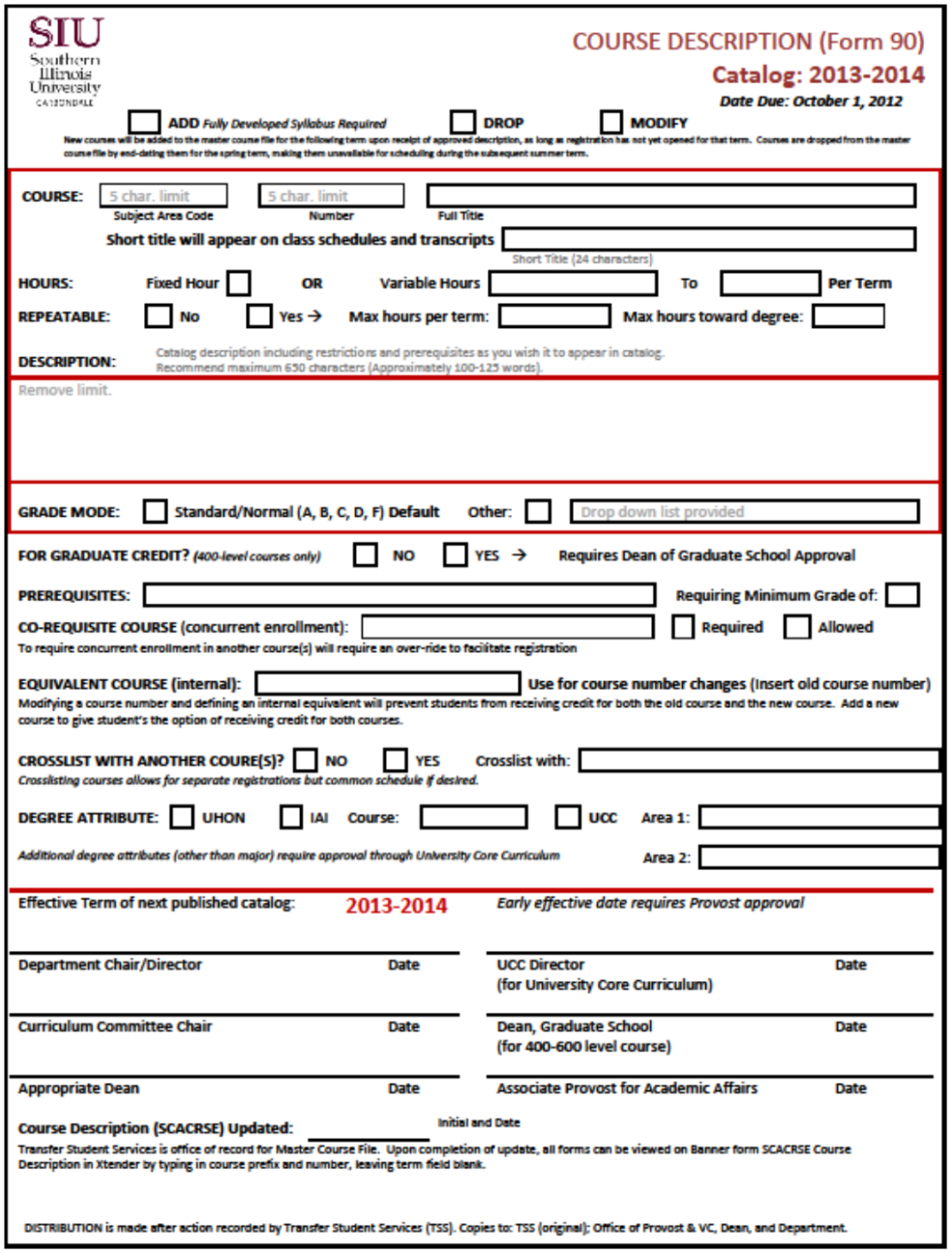
12-18 Hrs Semester (4 Year plan)

Be specific with required courses (MATH120, PSYC 102, HIST110/POLS114)

Prerequisites
Limited scheduling
Consistent labeling

Check addition
Valid courses/hours

Consult with the Academic Advisor



SIU Southern Illinois University Carbondale

COURSE DESCRIPTION (Form 90)

Catalog: 2013-2014

Date Due: October 1, 2012

☐ ADD *Fully Developed Syllabus Required* ☐ DROP ☐ MODIFY

New courses will be added to the master course file for the following term upon receipt of approved description, as long as registration has not yet opened for that term. Courses are dropped from the master course file by end-dating them for the spring term, making them unavailable for scheduling during the subsequent summer term.

COURSE: 5 char. limit (Subject Area Code) 5 char. limit (Number) (Full Title)

Short title will appear on class schedules and transcripts (Short Title (24 characters))

HOURS: Fixed Hour ☐ OR Variable Hours ☐ To ☐ Per Term

REPEATABLE: ☐ No ☐ Yes → Max hours per term: ☐ Max hours toward degree: ☐

DESCRIPTION: Catalog description including restrictions and prerequisites as you wish it to appear in catalog. Recommend maximum 650 characters (Approximately 100-125 words).

Remove limit.

GRADE MODE: ☐ Standard/Normal (A, B, C, D, F) Default Other: ☐ Drop down list provided

FOR GRADUATE CREDIT? *(400-level courses only)* ☐ NO ☐ YES → Requires Dean of Graduate School Approval

PREREQUISITES: ☐ Requiring Minimum Grade of: ☐

CO-REQUISITE COURSE (concurrent enrollment): ☐ ☐ Required ☐ Allowed

To require concurrent enrollment in another course(s) will require an over-ride to facilitate registration

EQUIVALENT COURSE (internal): ☐ Use for course number changes (Insert old course number)

Modifying a course number and defining an internal equivalent will prevent students from receiving credit for both the old course and the new course. Add a new course to give student's the option of receiving credit for both courses.

CROSSLIST WITH ANOTHER COURE(S)? ☐ NO ☐ YES Crosslist with: ☐

Crosslisting courses allows for separate registrations but common schedule if desired.

DEGREE ATTRIBUTE: ☐ UHON ☐ IAI Course: ☐ ☐ UCC Area 1: ☐

Additional degree attributes (other than major) require approval through University Core Curriculum Area 2: ☐

Effective Term of next published catalog: 2013-2014 *Early effective date requires Provost approval*

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

Course Description (SCACRSE) Updated: _____ Initial and Date

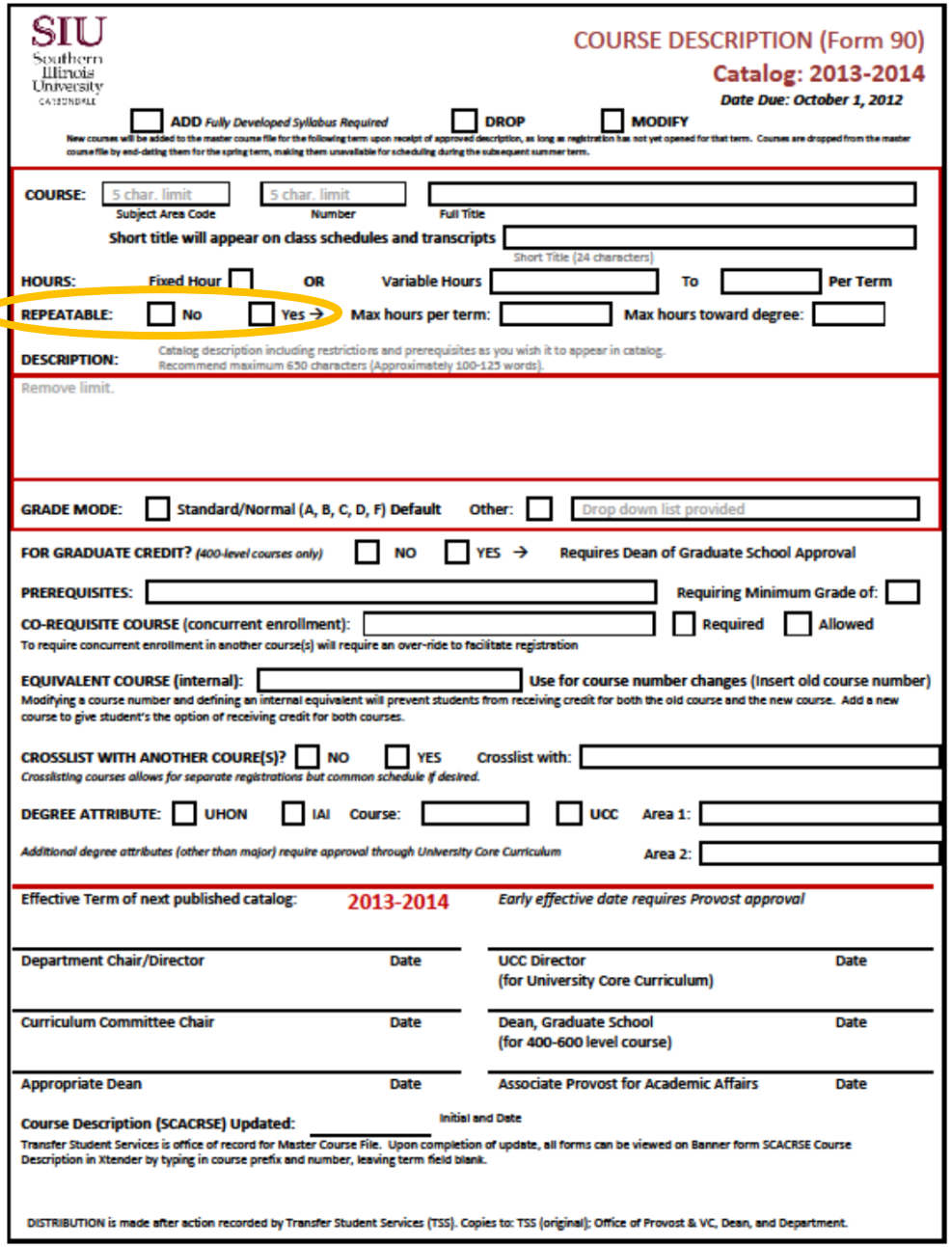
Transfer Student Services is office of record for Master Course File. Upon completion of update, all forms can be viewed on Banner form SCACRSE Course Description in Xtender by typing in course prefix and number, leaving term field blank.

DISTRIBUTION is made after action recorded by Transfer Student Services (TSS). Copies to: TSS (original); Office of Provost & VC, Dean, and Department.

FORM 90 Course Description (Master Course File)
Due: October 1, 2013

Forms are signed by the department Chair and college Dean, then sent to the Associate Provost for Academic Affairs for approval *May also require UCC Director or GS Dean approval*

- Syllabus
- ADD (for next term)
- DROP – end dated spring
- Subject/Number have character limits
- Description – no limit
- Grade Mode – all used must be described



SIU Southern Illinois University Carbondale

COURSE DESCRIPTION (Form 90)

Catalog: 2013-2014

Date Due: October 1, 2012

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REPEATABLE: ☐ No ☐ Yes → Max hours per term: ☐ Max hours toward degree: ☐

DESCRIPTION: Catalog description including restrictions and prerequisites as you wish it to appear in catalog. Recommend maximum 650 characters (Approximately 100-125 words).

Remove limit.

GRADE MODE: ☐ Standard/Normal (A, B, C, D, F) Default Other: ☐ Drop down list provided

FOR GRADUATE CREDIT? *(400-level courses only)* ☐ NO ☐ YES → Requires Dean of Graduate School Approval

PREREQUISITES: ☐ Requiring Minimum Grade of: ☐

CO-REQUISITE COURSE (concurrent enrollment): ☐ ☐ Required ☐ Allowed

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DEGREE ATTRIBUTE: ☐ UHON ☐ IAI Course: ☐ ☐ UCC Area 1: ☐

Additional degree attributes (other than major) require approval through University Core Curriculum Area 2: ☐

Effective Term of next published catalog: 2013-2014 *Early effective date requires Provost approval*

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Continued …

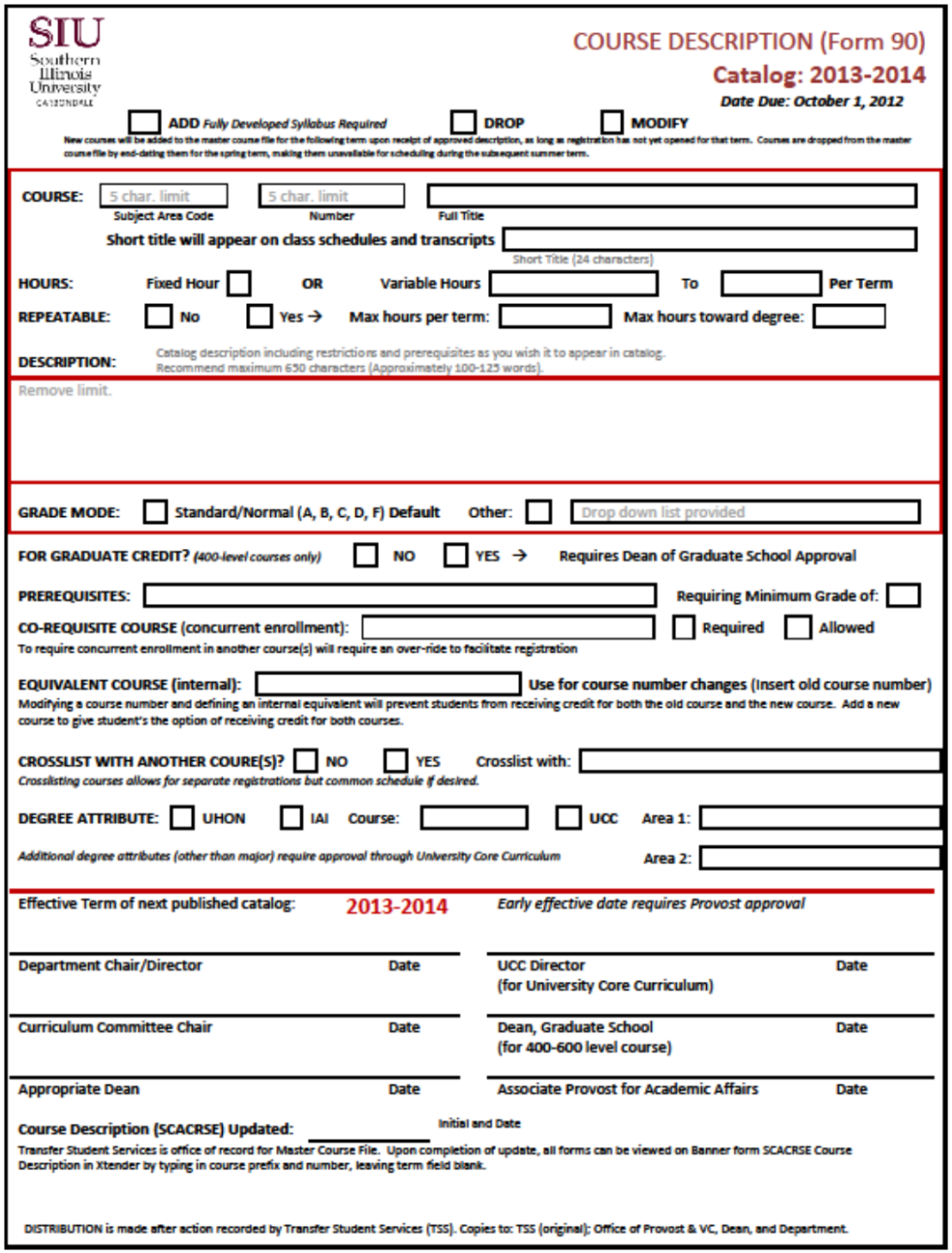
Is the course repeatable ***toward degree?***

Maximum Hours per Term/Degree?

Graduate credit on 400 level Undergraduate course:

- System recognizes 100-400 level courses as Undergraduate
- 500-600 level courses as Graduate

Recommend defining separate courses and crosslisting



SIU Southern Illinois University Carbondale

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Continued…

- Pre/Co-Requisites
  - -Required
  - -Allowed
- Internal equivalent (number change)
- Crosslisting
- Degree attributes require additional approval

Forms can be viewed from SCACRSE or SCADETL in Banner!

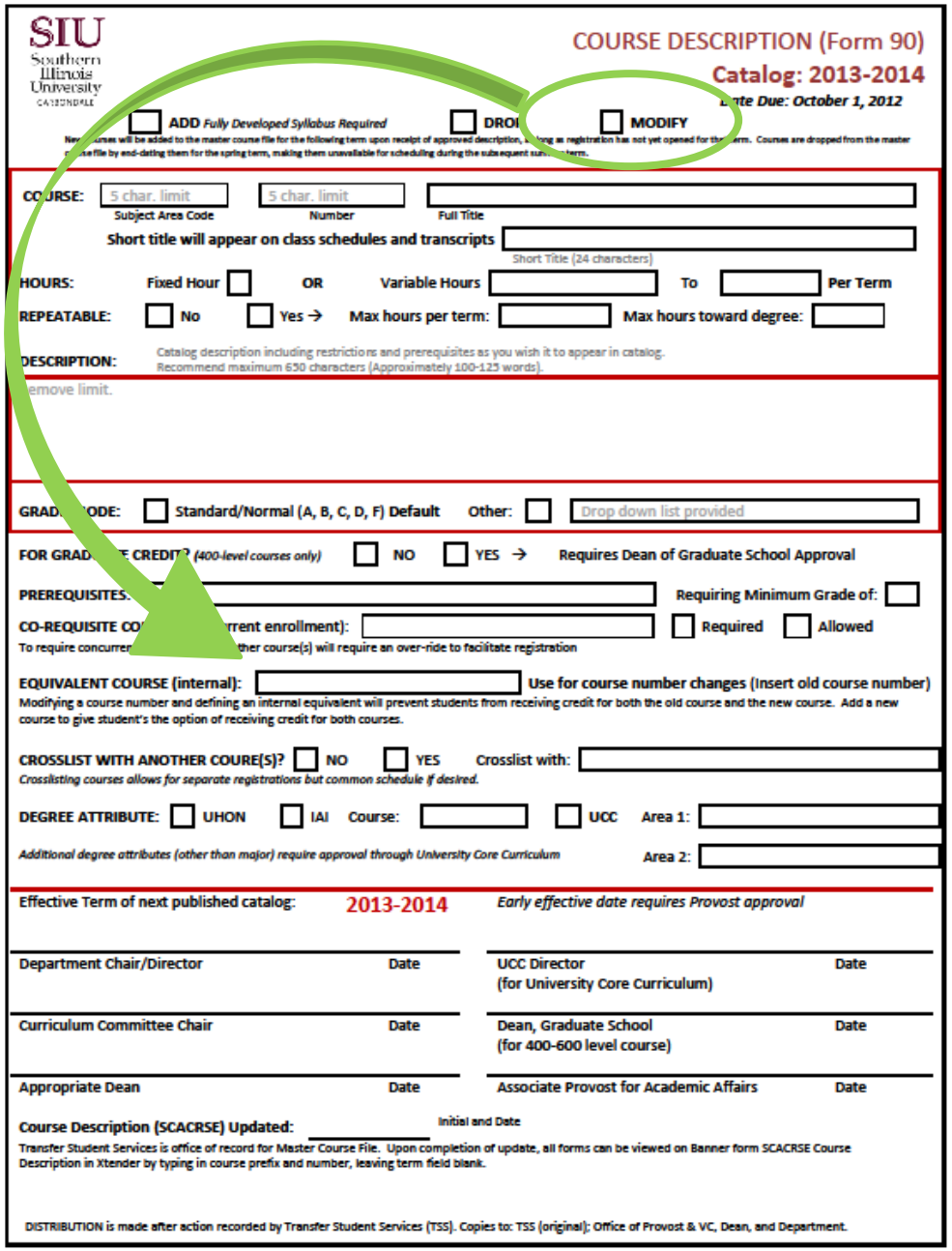
CHANGE COURSE NUMBER

Do this with a **MODIFY** action if the old number will be defined as an internal equivalent.

Student **cannot** receive credit for both courses: *Current students receive credit under old number and new students receive credit under new number.*

If there is a possibility that students will take both the old and the new course an ADD and DROP action will be needed.

Be careful about dropping courses that may be needed for continuing students or teach-out.



SIU Southern Illinois University Carbondale

COURSE DESCRIPTION (Form 90)

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Curriculum Committee Chair Date

Dean, Graduate School (for 400-600 level course) Date

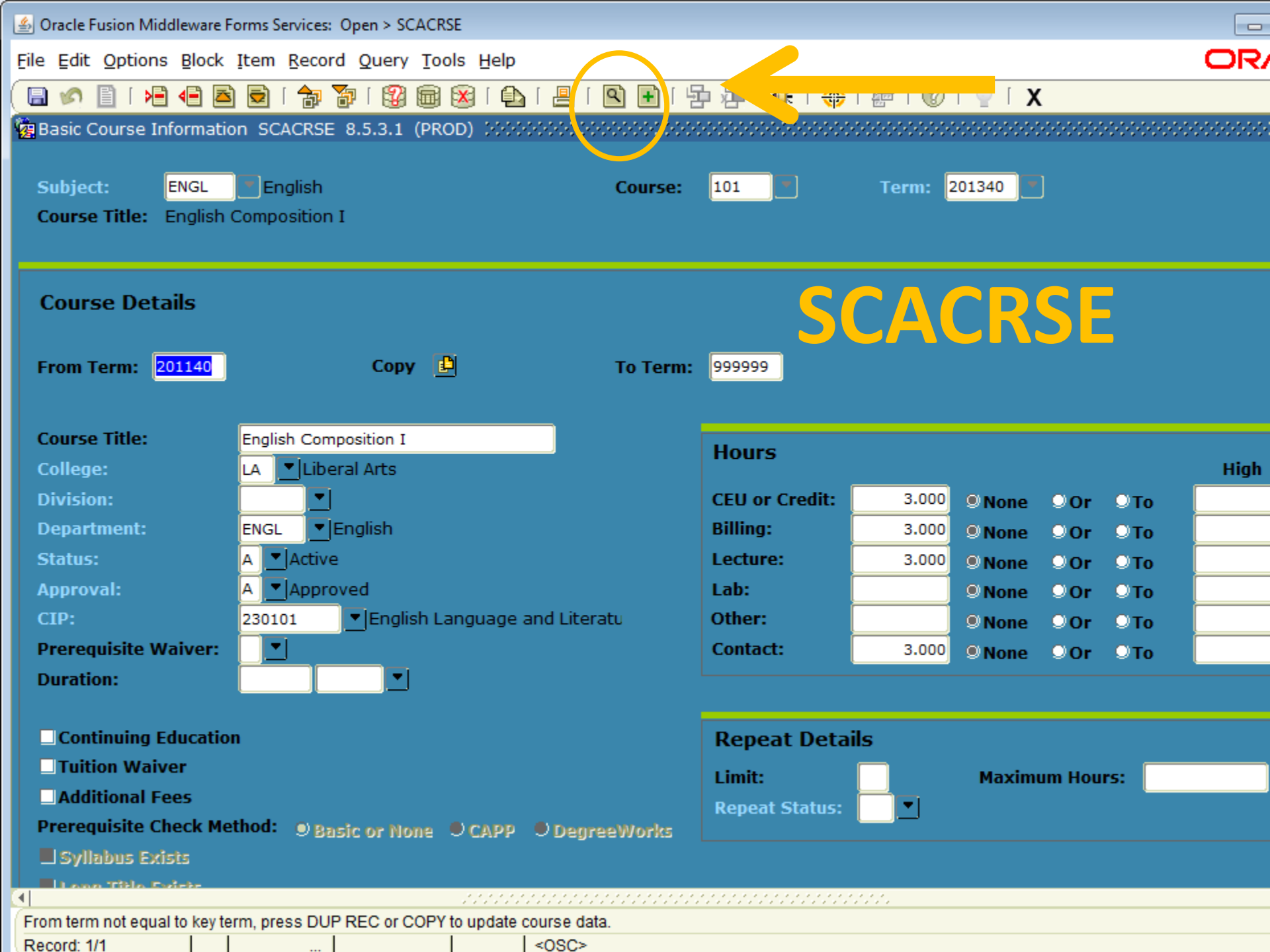
Appropriate Dean Date

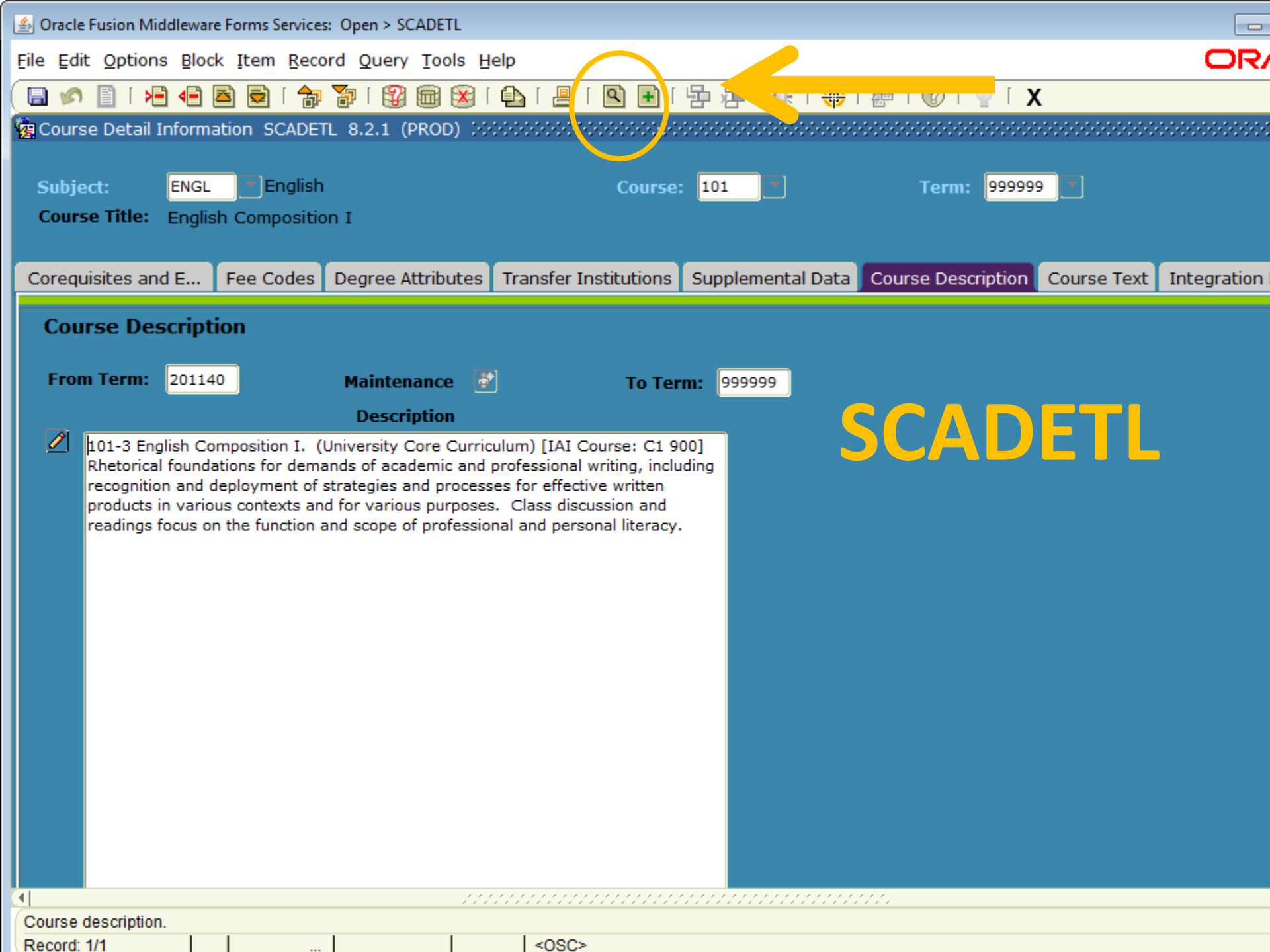
Associate Provost for Academic Affairs Date

Course Description (SCACRSE) Updated: Initial and Date

Transfer Student Services is office of record for Master Course File. Upon completion of update, all forms can be viewed on Banner form SCACRSE Course Description in Xtender by typing in course prefix and number, leaving term field blank.

DISTRIBUTION is made after action recorded by Transfer Student Services (TSS). Copies to: TSS (original); Office of Provost & VC, Dean, and Department.


Oracle Fusion Middleware Forms Services: Open > SCACRSE
File Edit Options Block Item Record Query Tools Help
Basic Course Information SCACRSE 8.5.3.1 (PROD)
Subject: ENGL English
Course: 101
Term: 201340
Course Title: English Composition I
Course Details
SCACRSE
From Term: 201140
Copy
To Term: 999999
Course Title: English Composition I
College: LA Liberal Arts
Division:
Department: ENGL English
Status: A Active
Approval: A Approved
CIP: 230101 English Language and Literatu
Prerequisite Waiver:
Duration:
Hours
High
CEU or Credit: 3.000 None Or To
Billing: 3.000 None Or To
Lecture: 3.000 None Or To
Lab: None Or To
Other: None Or To
Contact: 3.000 None Or To
Continuing Education
Tuition Waiver
Additional Fees
Prerequisite Check Method: Basic or None CAPP DegreeWorks
Syllabus Exists
Repeat Details
Limit:
Maximum Hours:
Repeat Status:
From term not equal to key term, press DUP REC or COPY to update course data.
Record: 1/1
<OSC>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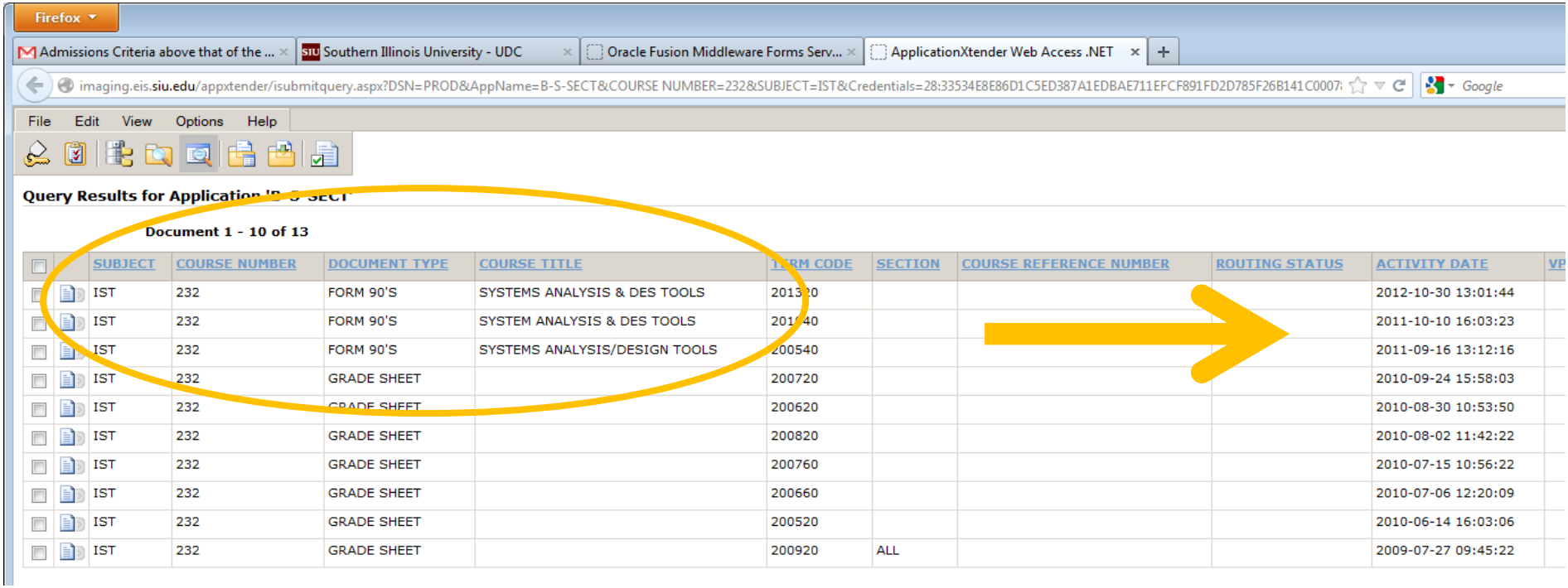
File Edit Options Block Item Record Query Tools Help
Course Detail Information SCADETL 8.2.1 (PROD)
Subject: ENGL English
Course: 101
Term: 999999
Course Title: English Composition I
Corequisites and E...
Fee Codes
Degree Attributes
Transfer Institutions
Supplemental Data
Course Description
Course Text
Integration
Course Description
From Term: 201140
Maintenance
To Term: 999999
Description
101-3 English Composition I. (University Core Curriculum) [IAI Course: C1 900] Rhetorical foundations for demands of academic and professional writing, including recognition and deployment of strategies and processes for effective written products in various contexts and for various purposes. Class discussion and readings focus on the function and scope of professional and personal literacy.
SCADETL
Course description.
Record: 1/1
<OSC>



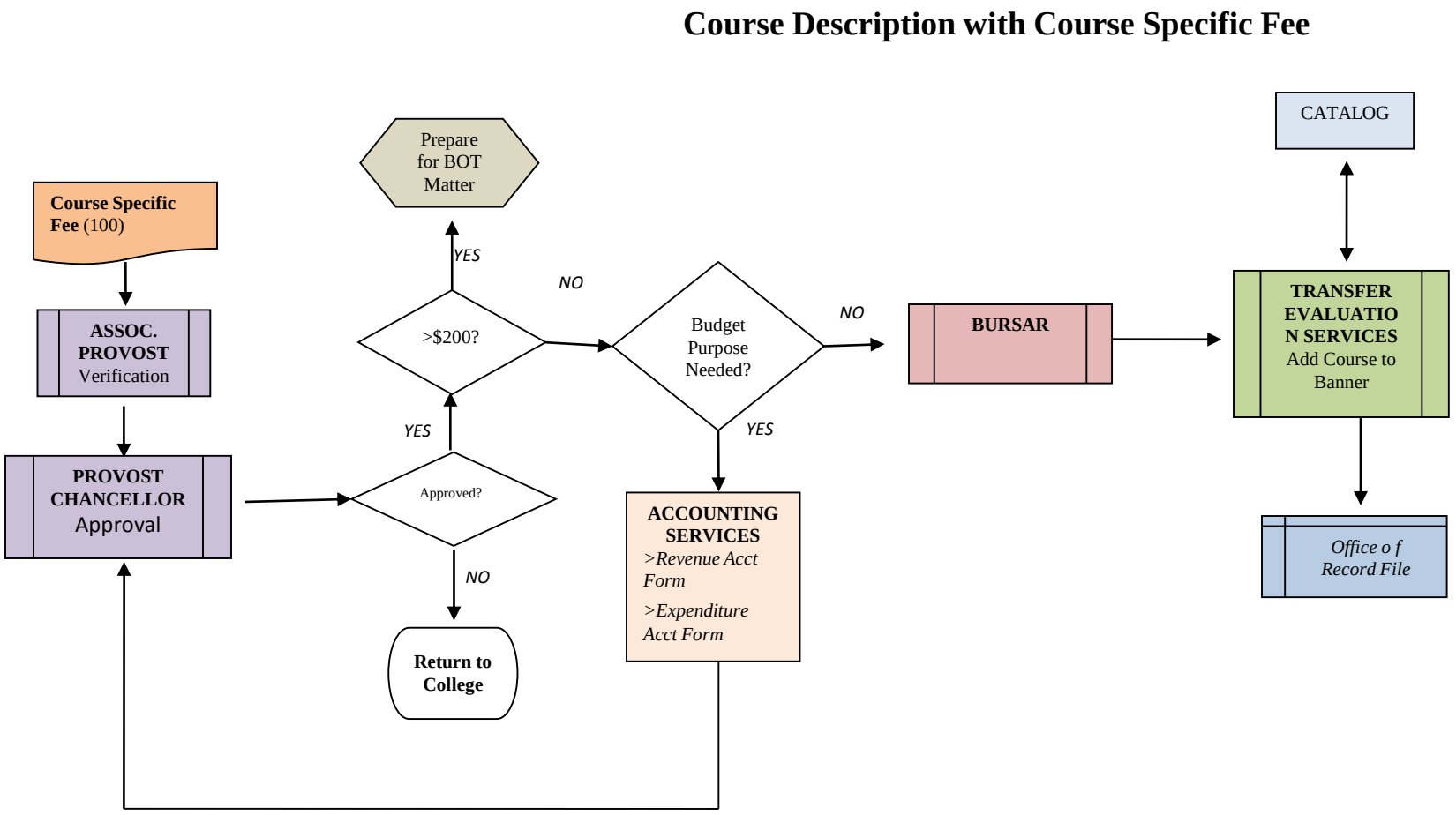
Document Manager in Xtender

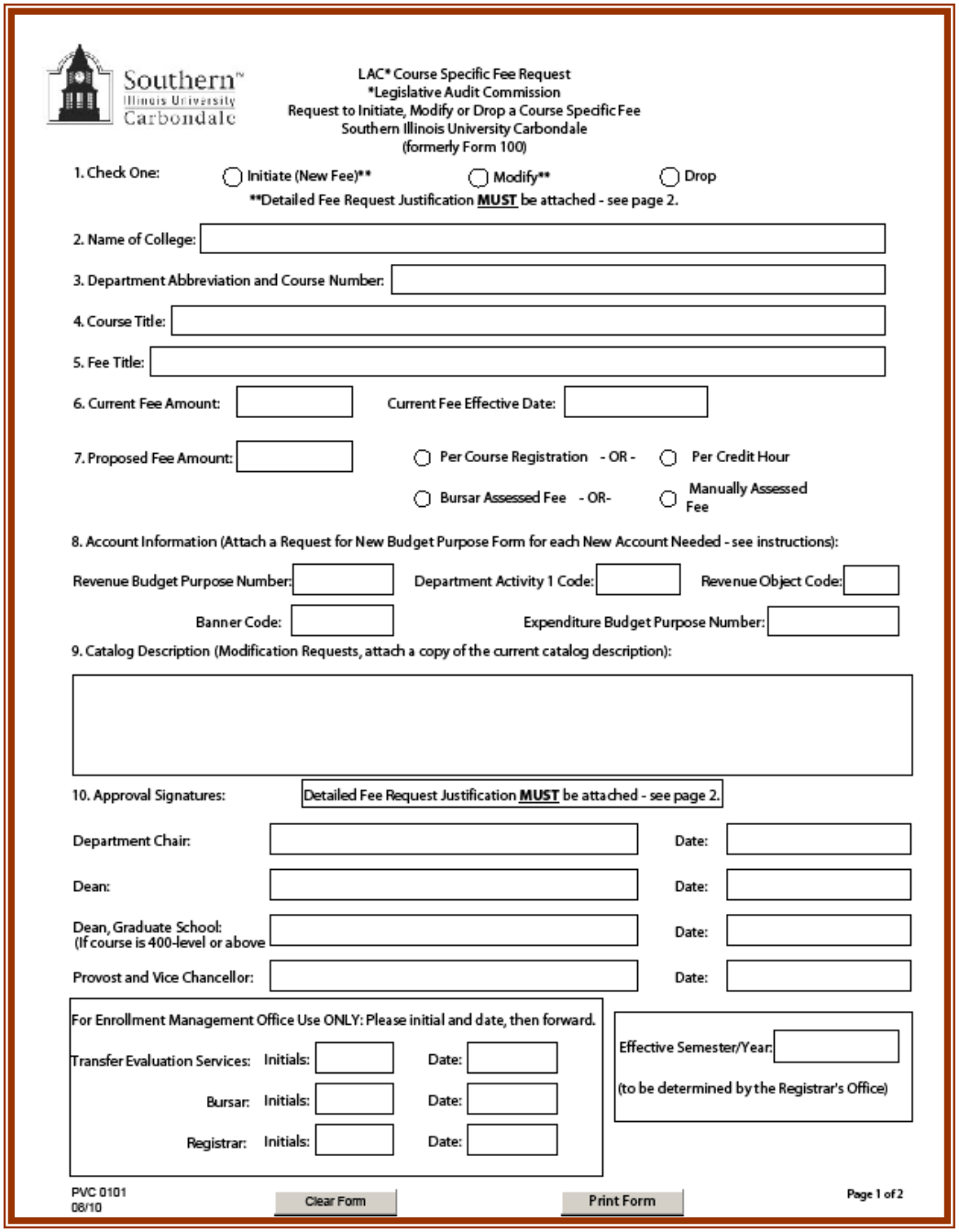
Form 90's are scanned and indexed to the Banner course forms and available for view by anyone who has access. Document Type is FORM 90'S there is also an ACTIVITY DATE to help identify documentation.

Requesting VIEW access to Banner course screens can be requested from SIS.SIU.EDU

Request VIEW Access to the Banner Course Forms

COURSE SPECIFIC FEE (Form 100)





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LAC* Course Specific Fee Request
*Legislative Audit Commission
Request to Initiate, Modify or Drop a Course Specific Fee
Southern Illinois University Carbondale
(formerly Form 100)

1. Check One: ◯ Initiate (New Fee)** ◯ Modify** ◯ Drop
Detailed Fee Request Justification **MUST be attached - see page 2.

2. Name of College:

3. Department Abbreviation and Course Number:

4. Course Title:

5. Fee Title:

6. Current Fee Amount: Current Fee Effective Date:

7. Proposed Fee Amount: ◯ Per Course Registration - OR - ◯ Per Credit Hour
◯ Bursar Assessed Fee - OR- ◯ Manually Assessed Fee

8. Account Information (Attach a Request for New Budget Purpose Form for each New Account Needed - see instructions):

Revenue Budget Purpose Number: Department Activity 1 Code: Revenue Object Code:

Banner Code: Expenditure Budget Purpose Number:

9. Catalog Description (Modification Requests, attach a copy of the current catalog description):

10. Approval Signatures: Detailed Fee Request Justification **MUST** be attached - see page 2.

Department Chair: Date:

Dean: Date:

Dean, Graduate School: (If course is 400-level or above Date:

Provost and Vice Chancellor: Date:

For Enrollment Management Office Use ONLY: Please initial and date, then forward.

Transfer Evaluation Services: Initials: Date:

Bursar: Initials: Date:

Registrar: Initials: Date:

Effective Semester/Year:

(to be determined by the Registrar's Office)

PVC 0101
08/10

Clear Form Print Form

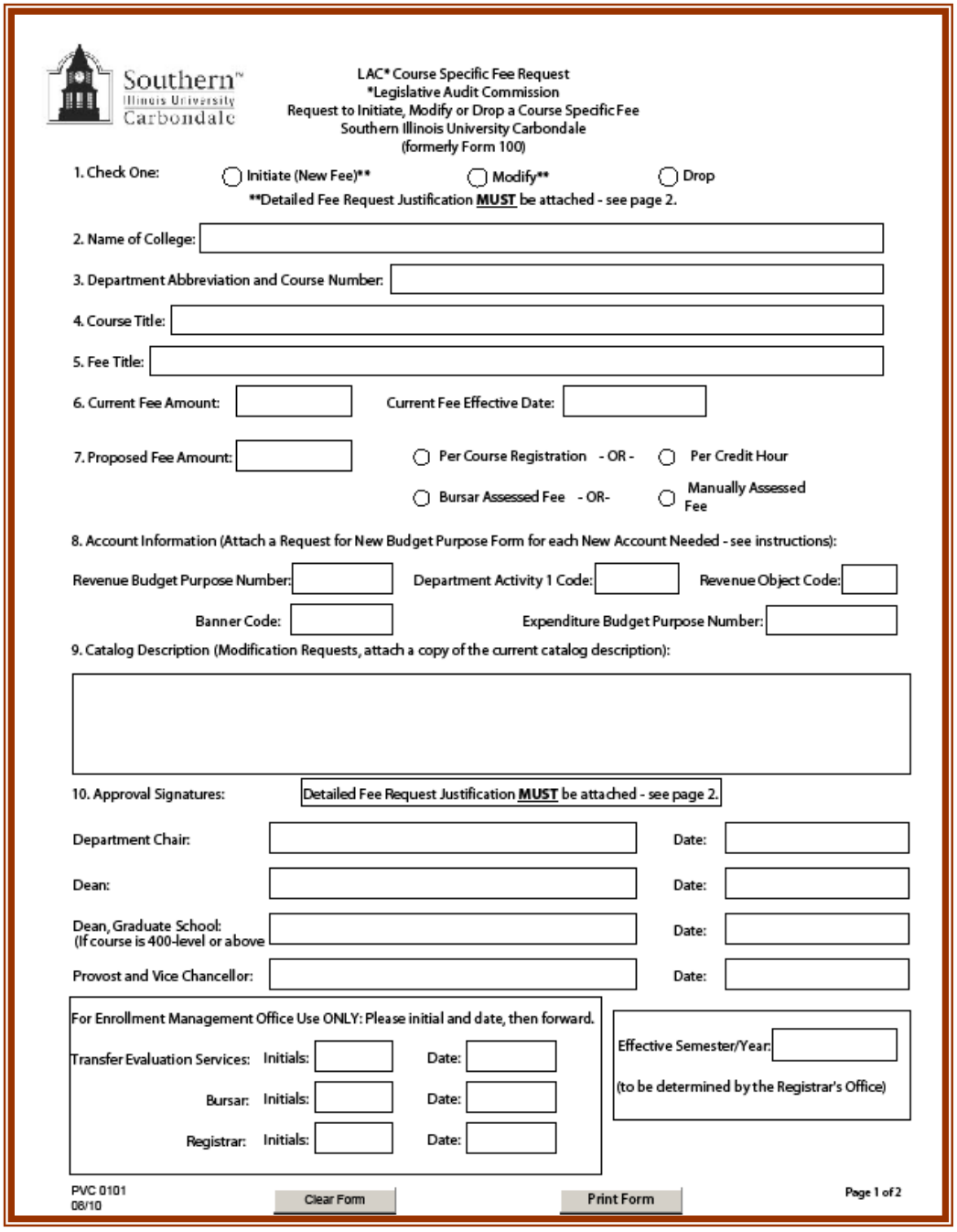
Page 1 of 2

LAC* COURSE SPECIFIC FEE REQUEST (Form 100)

Received by Mid-October

Forms are signed by the department Chair and college Dean, then sent to the Associate Provost for Academic Affairs for their recommendation to the Provost & Vice Chancellor. The Provost and Vice Chancellor reviews , possibly makes changes and prepares their recommendation to the Chancellor by **end of December or early January**. The Chancellor reviews and ultimately provides approval of the "final" list.

**Legislative Audit Commission provides guidelines for course related fee assessment.*



Southern Illinois University Carbondale

LAC* Course Specific Fee Request
*Legislative Audit Commission
Request to Initiate, Modify or Drop a Course Specific Fee
Southern Illinois University Carbondale
(formerly Form 100)

1. Check One: ◯ Initiate (New Fee)** ◯ Modify** ◯ Drop
Detailed Fee Request Justification **MUST be attached - see page 2.

2. Name of College:

3. Department Abbreviation and Course Number:

4. Course Title:

5. Fee Title:

6. Current Fee Amount: Current Fee Effective Date:

7. Proposed Fee Amount: ◯ Per Course Registration - OR - ◯ Per Credit Hour
◯ Bursar Assessed Fee - OR- ◯ Manually Assessed Fee

8. Account Information (Attach a Request for New Budget Purpose Form for each New Account Needed - see instructions):

Revenue Budget Purpose Number: Department Activity 1 Code: Revenue Object Code:
Banner Code: Expenditure Budget Purpose Number:

9. Catalog Description (Modification Requests, attach a copy of the current catalog description):

10. Approval Signatures: Detailed Fee Request Justification **MUST** be attached - see page 2.

Department Chair: Date:
Dean: Date:
Dean, Graduate School: (If course is 400-level or above Date:
Provost and Vice Chancellor: Date:

For Enrollment Management Office Use ONLY: Please initial and date, then forward.
Transfer Evaluation Services: Initials: Date:
Bursar: Initials: Date:
Registrar: Initials: Date:

Effective Semester/Year:
(to be determined by the Registrar's Office)

PVC 0101
08/10
Clear Form
Print Form
Page 1 of 2

COURSE SPECIFIC FEE REQUEST (Form 100)

Is used to ADD*, MODIFY, and DROP a course fee.

Justification statement needed for all course fee actions.

Accounting information needed for all:

- **Revenue** Budget Purpose (BP) number and Object Code *Revenue Account Form*
- **Expenditure** Budget Purpose (BP) number *Expenditure Account Form*

*Requires Course Description (Form 90 w/master syllabus)

Fees over $200 *require Board of Trustees approval*

Overview of Catalog Defined Controls

- Course Description
- Special Approvals (Schedule)
- Registration Overrides

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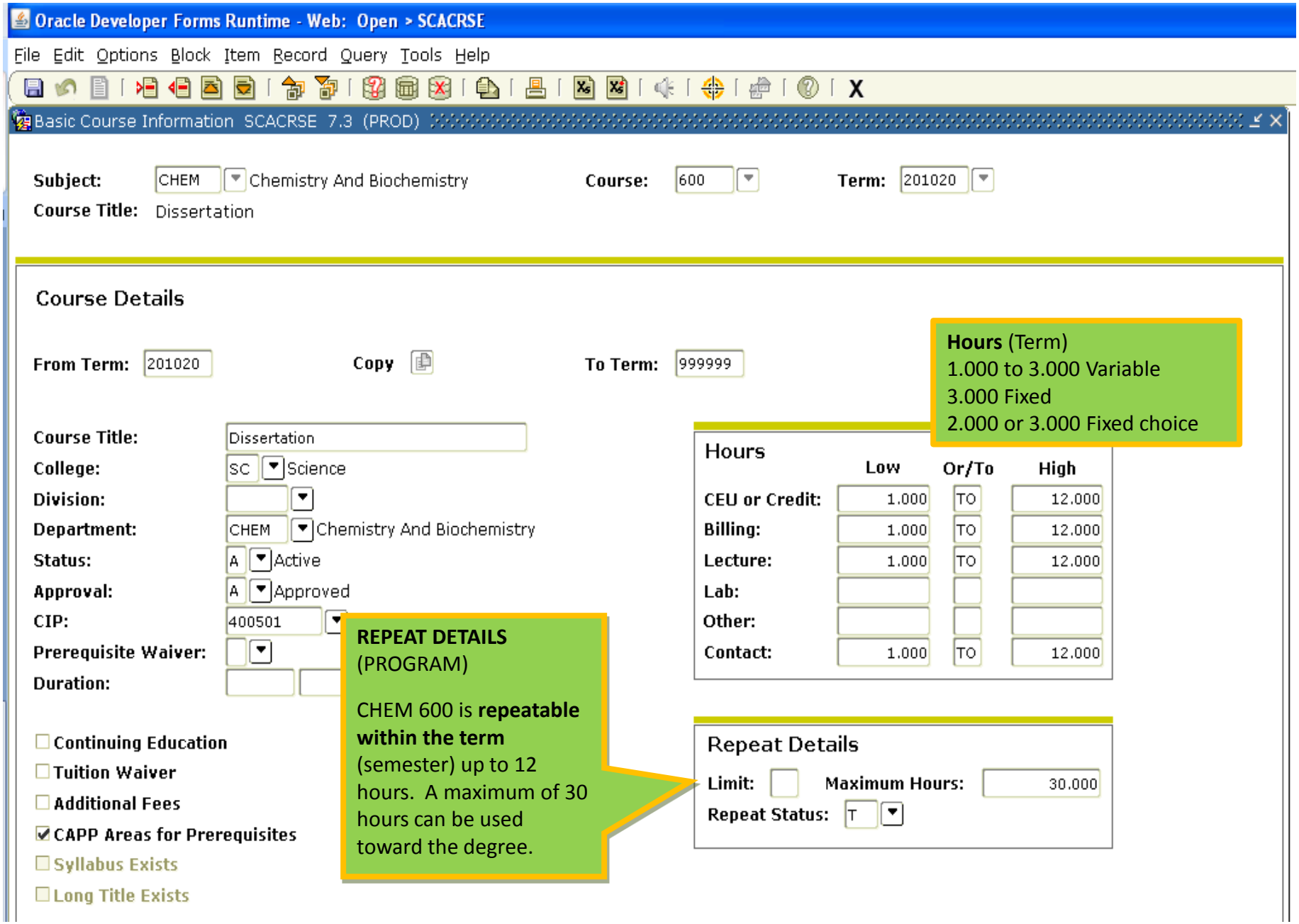
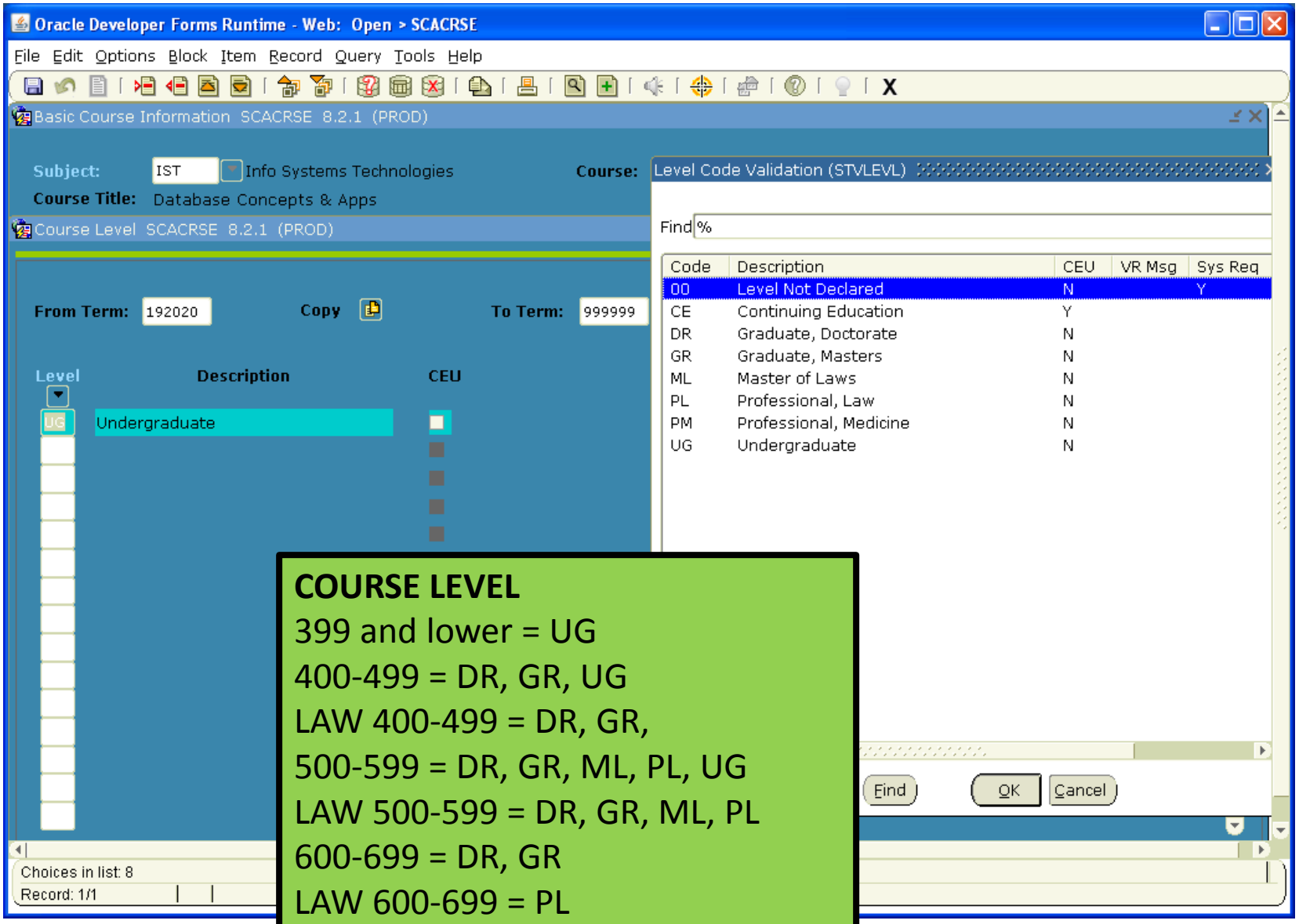

Oracle Developer Forms Runtime - Web: Open > SCACRSE
File Edit Options Block Item Record Query Tools Help
Basic Course Information SCACRSE 7.3 (PROD)
Subject: CHEM Chemistry And Biochemistry
Course: 600
Term: 201020
Course Title: Dissertation
Course Details
From Term: 201020
Copy
To Term: 999999
Course Title: Dissertation
College: SC Science
Division:
Department: CHEM Chemistry And Biochemistry
Status: A Active
Approval: A Approved
CIP: 400501
Prerequisite Waiver:
Duration:
Continuing Education
Tuition Waiver
Additional Fees
CAPP Areas for Prerequisites
Syllabus Exists
Long Title Exists
Hours
Low
Or/To
High
CEU or Credit: 1.000 TO 12.000
Billing: 1.000 TO 12.000
Lecture: 1.000 TO 12.000
Lab:
Other:
Contact: 1.000 TO 12.000
Repeat Details
Limit:
Maximum Hours: 30.000
Repeat Status: T
REPEAT DETAILS (PROGRAM)
CHEM 600 is repeatable within the term (semester) up to 12 hours. A maximum of 30 hours can be used toward the degree.
Hours (Term)
1.000 to 3.000 Variable
3.000 Fixed
2.000 or 3.000 Fixed choice



COURSE LEVEL

399 and lower = UG

400-499 = DR, GR, UG

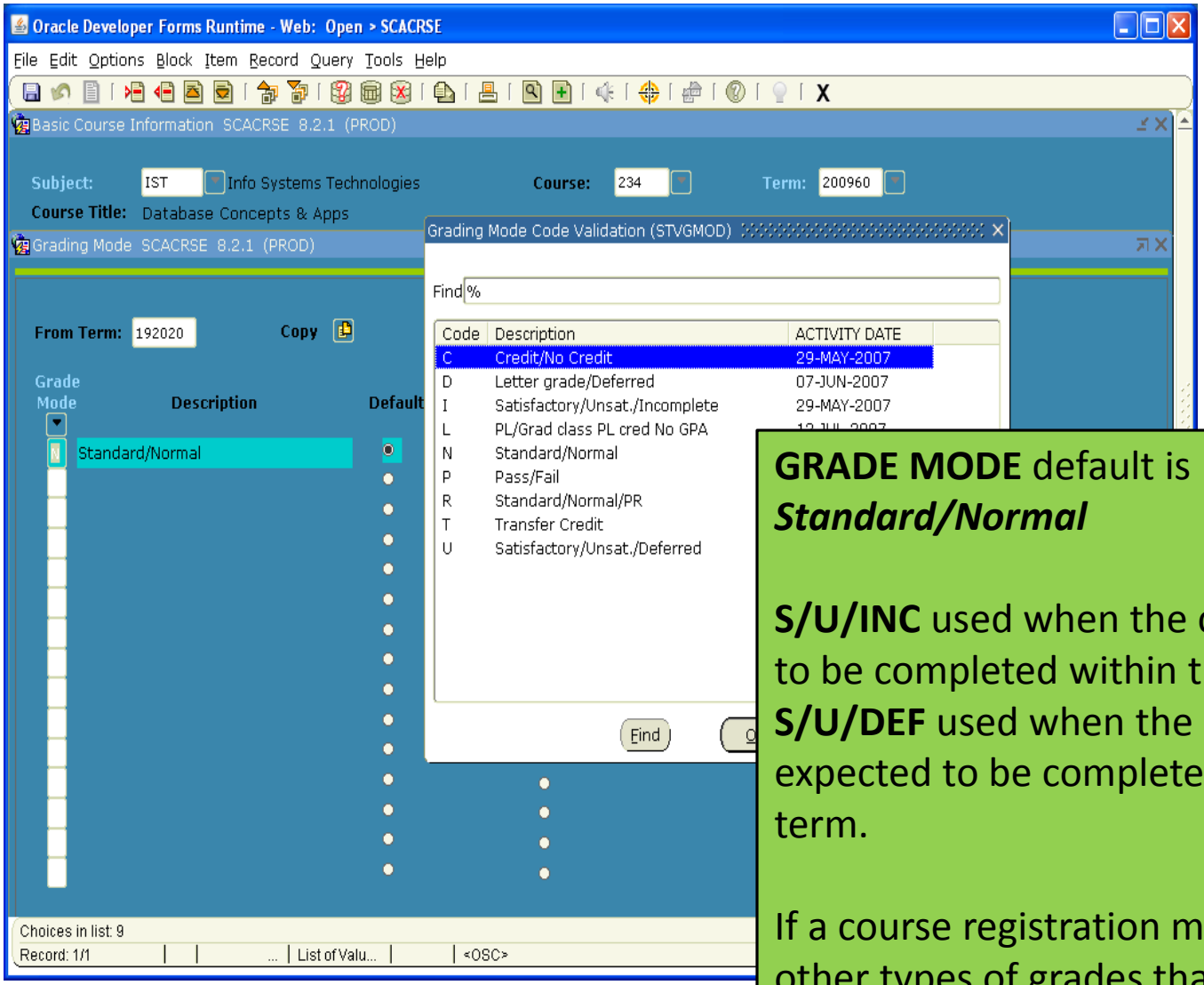
LAW 400-499 = DR, GR,

500-599 = DR, GR, ML, PL, UG

LAW 500-599 = DR, GR, ML, PL

600-699 = DR, GR

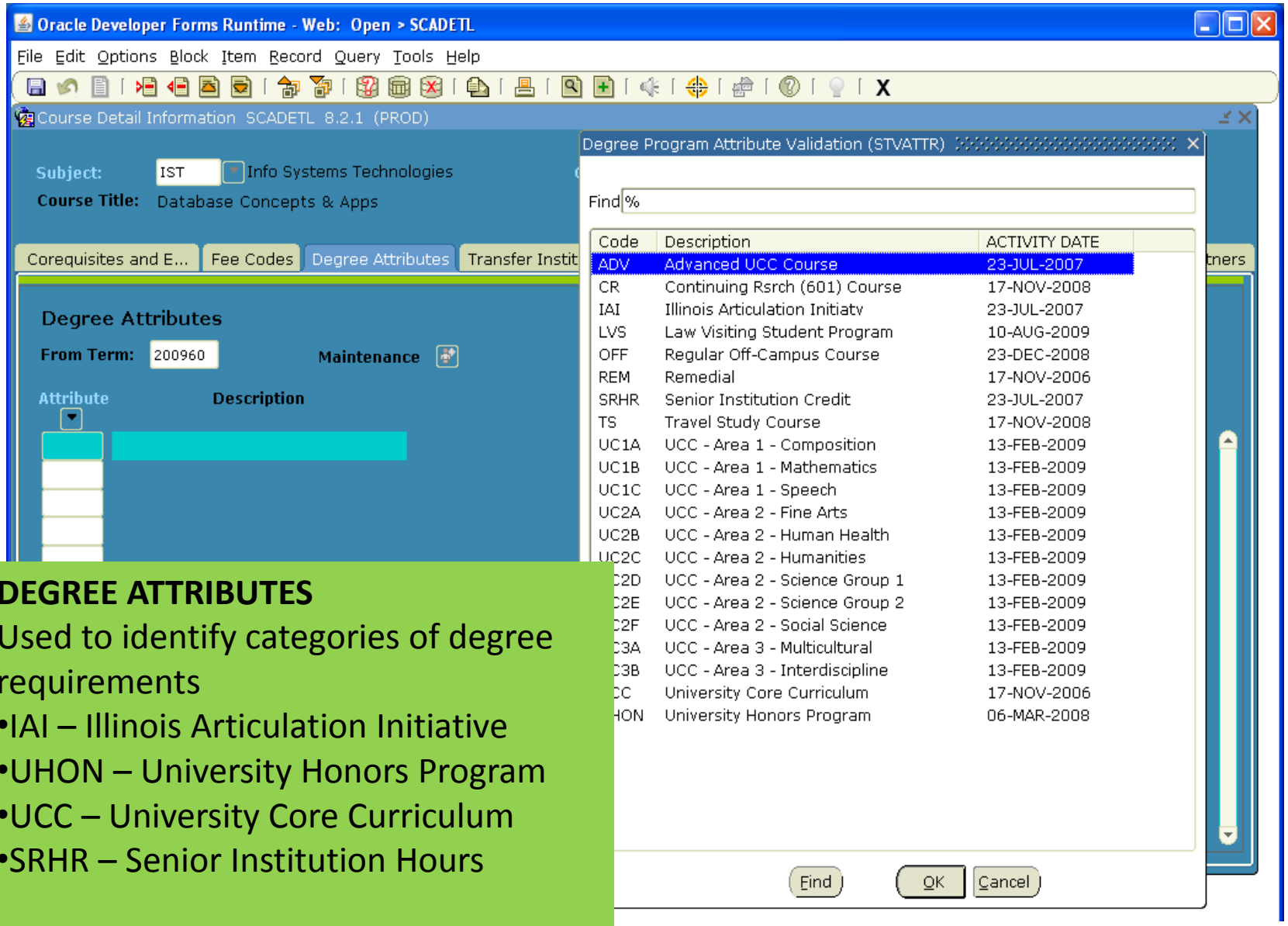
LAW 600-699 = PL



GRADE MODE default is ***Standard/Normal***

S/U/INC used when the class is intended to be completed within the term.
S/U/DEF used when the class is not expected to be completed within the term.

If a course registration may also expect other types of grades that mode must also be defined



DEGREE ATTRIBUTES

Used to identify categories of degree requirements

- IAI – Illinois Articulation Initiative
- UHON – University Honors Program
- UCC – University Core Curriculum
- SRHR – Senior Institution Hours

Pre-Requisites, Co-Requisites and Restrictions

Pre-Requisites - course(s) credit required to support registration.

MATH 108 Pre-requisite for MATH 109

Co-Requisites - course(s) that are required to accompany registration, what was previously referred to as "Concurrent Enrollment."

CHEM 200 requires Co-requisites: CHEM 201 and CHEM202

Example of Common Error

The following example has been used to illustrate a common error seen throughout the catalog: the presentation of a restriction as a prerequisite.

395-3 Honors. Great ideas and works of history, with discussion of conflicting interpretation of major historical problems.
Prerequisite: junior standing and consent of department.
Restricted to junior standing. Special approval needed from the department.

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Defining and Building Rules for Pre-Requisites

451A-3 Biochemistry. (Same as Biochemistry 451A and Molecular Biology, Microbiology and Biochemistry 451A) Chemistry and function of amino acids, proteins, and enzymes; enzyme kinetics; chemistry, function and metabolism of carbohydrates; citric acid cycle; electron transport and oxidative phosphorylation. Three lectures per week. Must be taken in A,B sequence. Prerequisite: **one year of organic chemistry.**

Banner requires that "one year of organic chemistry" be indicated **CHEM 340** and **CHEM 342** in order for pre-requisite checking and degree audit.

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Pre-Requisite Rules: **Minimum Grade Defaults**

- 400 level and below - default is D
- 500 and above - default is C
- LAW minimum grade is 1.3

We are currently unable to offer Grade Point Average calculations on groups of courses.

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Example of Pre-requisite and Restriction

334-3 Database Processing. This course is designed to provide students with an understanding of advanced database processing concepts and various database management systems. Topics will include data modeling, database design, database implementation using a relational database management system, database administration, and distributed processing. A grade of C or better is required. **Prerequisite: IST 234** or equivalent with minimum grade of C. **Restricted to IST majors**.

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Co-Requisites, or "Concurrent Enrollment"

101-3 DC-AC Circuit Analysis. This course covers the theory and application of passive DC and AC circuits presented in a comprehensive manner using qualitative and quantitative methods. Theoretical topics such as Ohm's Law and Kirchhoff's Law are applied to analyze DC and AC circuits. **Co-requisites: EST 111 and MATH 125.**

If the course allows concurrent enrollment in the pre-requisite the allowance can be indicated in the course rules in Banner

226-2 Clinical Applications in Athletic Training. This course is designed to familiarize the beginning athletic training student with all aspects of prophylactic taping, wrapping and use of braces for athletic training injuries. In addition, within the course students will be presented with basic skills, such as: splinting, taping, record keeping, wound care, measurement of vital signs, and illness assessment. Fee: $50
Prerequisite: KIN 225 or concurrent enrollment in KIN 225.

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SPECIAL APPROVALS

Controls set by Scheduling on the **section number** (CRN) and replaces "controlled enrollment." Students will receive one of two error messages during registration when a special approval (SA) is needed.

SA-Departmental Approval

SA-Instructor Approval

Special Approval course require a registration override **every time.**

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SPECIAL APPROVALS - **Section Level by Scheduling**

An email from the Department Chair or established designee must be sent to the Scheduling office (mwill@siu.edu) **each semester** identifying all courses needing special approval coding and the type of approval. Although there are many types of special approval options listed Scheduling utilizes only three; advisor, department, and instructor.

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REGISTRATION OVERRIDES

Registration overrides can be performed by:

- **Instructor** of record in Self Service Banner.
- **Academic Advisor** in INB.

Make sure permission is obtained prior to making the override and keep the documentation in the student's file in case there is a question at a later date.

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REGISTRATION OVERRIDES

CAPACITY – Classroom capacity (closed class)
CLASS – Classification restriction (FR, SO, JR, SR)
COLLEGE – Restricted to specific college
DEGREE – Restricted to specific degree (BFA, MA, PhD, etc.)
LEVEL – Only used by Law School
FIELD OF STUDY – Restricted to specific major (FIN, PSYC, etc.)
PROGRAM – Restricted to specific program (EH-BS-MATH)
TIME – Time conflict created by time overlap of two courses

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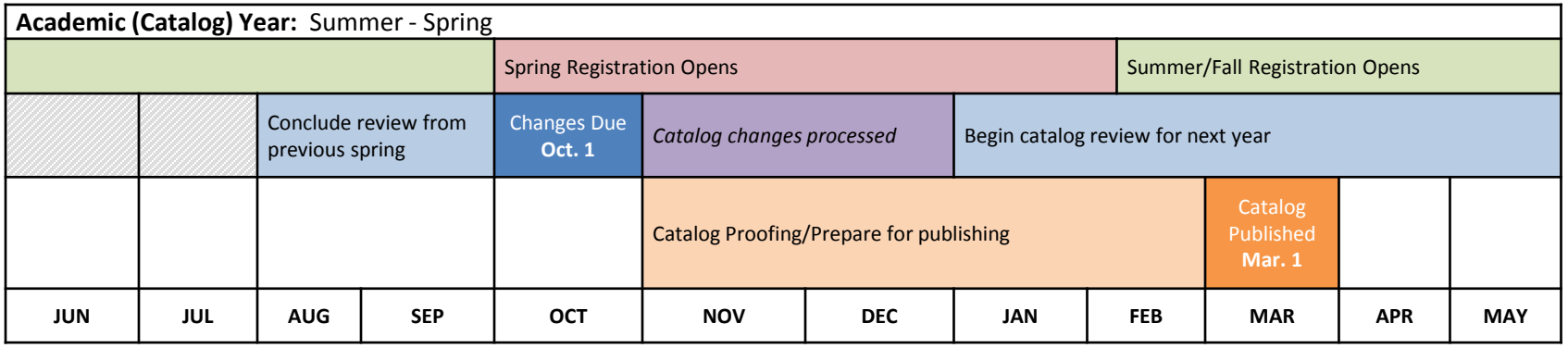
Catalog Review Timeline



Spring Semester	Curriculum committees begin program review
August - September	Curriculum committees conclude review and submit changes
October 1	Changes are received by Associate Provost for Academic Programs
Mid-November	Catalog proof pages are sent to units for final review and minor text corrections
December	Proof pages returned to Registrar's Office
January-February	Catalog proofed and prepared for electronic publication
March 1	Electronic copy of catalog published in support of summer/fall registration opening in mid-March

Thank you for your time and consideration!

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