



Steps and Guidelines for Developing and Processing Reasonable and Moderate Extensions

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

Development Stages

1. Program faculty and department chair/director discuss plans for program changes, generally in response to program review, assessment reports, new accreditation criteria and/or state standards. Please consent with Dean prior to development.
2. Department chair/director discusses proposes changes with Dean and/or the appropriate Associate Dean to ensure that these changes do not affect other academic units in the school or college. *Please note: all program changes must be budget and staffing neutral unless the Provost and the Dean agree otherwise about funding.*
3. Department chair/director consults with the Office of the Associate Provost for Academic Programs to review the forms and to establish a timeline for their completion (usually less than 1 month).

Informal Review Stages

4. The RME originates in the department making the request and shall include:
 - a. The RME. The available format is an editable MS Word template. Please add a descriptive title at the top of the RME and remove the instructions as each section is completed.
 - b. The Program Description (Form 90A) with attached catalog copy.These forms can be accessed on the Provost and Vice Chancellor's website at <http://pvcaa.siu.edu/frequently-used-forms/index.html>. *Please note: The faculty must not vote on the proposed changes before submission.*
5. With Dean's approval, send the above as attachments electronically to the Office of the Associate Provost for Academic Programs at apap@siu.edu.
6. The Provost and the Associate Provost for Academic Programs (APAP) will review the completed proposal. If all the required components are included (see attached checklist), the APAP will then forward it to the Associate Provost for Academic Administration and SIU Vice President for Academic Affairs for informal review. (If proposal requires, the Graduate Dean and Director of the Office of Distance Education and Off-campus Programs may be included in the informal review)
7. RME will be reviewed for Article 9 requirements. If Article 9 is applicable, additional steps will be required. Please see "**Guidance for Program Changes Requiring Article 9 Notification.**" This information is intended to guide faculty and departments who are exploring program changes that could include "initiating, merging, reducing (separating, severing, or removing a program, but not eliminating), or eliminating an academic degree program or academic department/school or Library Affairs unit." In addition, it is intended to provide clarification and guidance as to the appropriate steps in relation to Article 9 of

the [SIUCFA collective bargaining agreement](#).

8. After the SIU Vice President has reviewed, additional revisions may be requested from the department.
9. If the RME does not require submission to the Faculty Association, the department will be asked to submit the “ 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), the dean, and the deans of concurring units (as needed). The form is located at <http://pvcaa.siu.edu/frequently-used-forms/index.html>
10. After the approval form is received and all revisions are approved, the RME will then be forwarded from the Provost to the Faculty Senate and/or Graduate Council as appropriate. Allow approximately six weeks to two months for approval from either constituency. Approval status for RMEs may also be tracked on same webpage as RME forms.
11. The Faculty Senate and/or the Graduate Council will notify the originator of the RME through the Office of the Associate Provost for Academic Programs regarding recommended changes or if the group fails to approve the request.
12. Chancellor for approval. Upon approval by the Chancellor, a request will be sent to the SIU President for formal approval.
13. After receiving approval from the President, a memo to affected officers will be distributed from the Associate Provost’s office, and the signed Program Description Form 90A (and any associated Form 90s for new or changed courses), will be forwarded to Transfer Student Services for processing. The effective date for implementation will correspond with the effective term of “the next published catalog.” Please note that the effective date of the approved RME will correspond with whichever catalog is open for changes at the time of the approval. The deadline for inclusion in the catalog is October 1 of the year prior to the publication of the catalog. *Example: An RME approved December 2013(after the Oct 1 deadline) will be effective in the 2015/16 catalog.* Exceptions require Provost approval. Programs cannot advertise, register, or graduate students in the new RME approved program until the catalog is published.
14. For more information, contact the Office of the Associate Provost for Academic Programs at apap@siu.edu or at 453-7653.

*For developing and processing whole new degree programs a different form and a more vigorous review is required. Please contact the Associate Provost for Academic Programs for more information at apap@siu.edu or at 453-7653.

Please see the following Charts for a breakdown of the RME approval process.

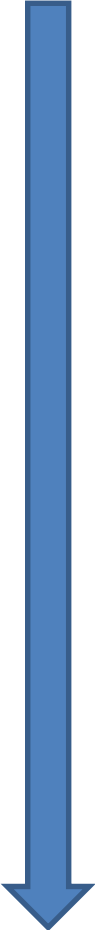


Chart 1

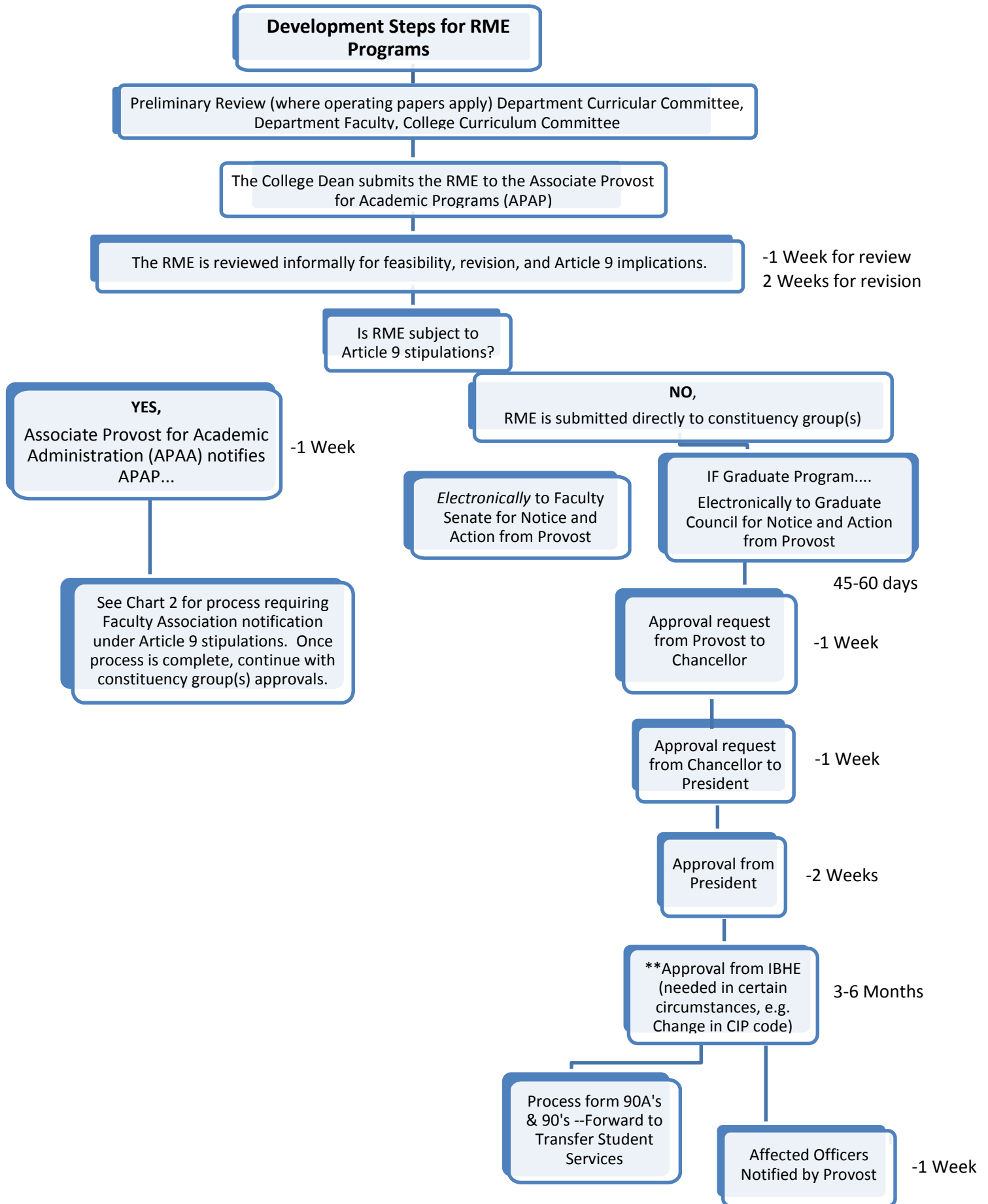


Chart 2

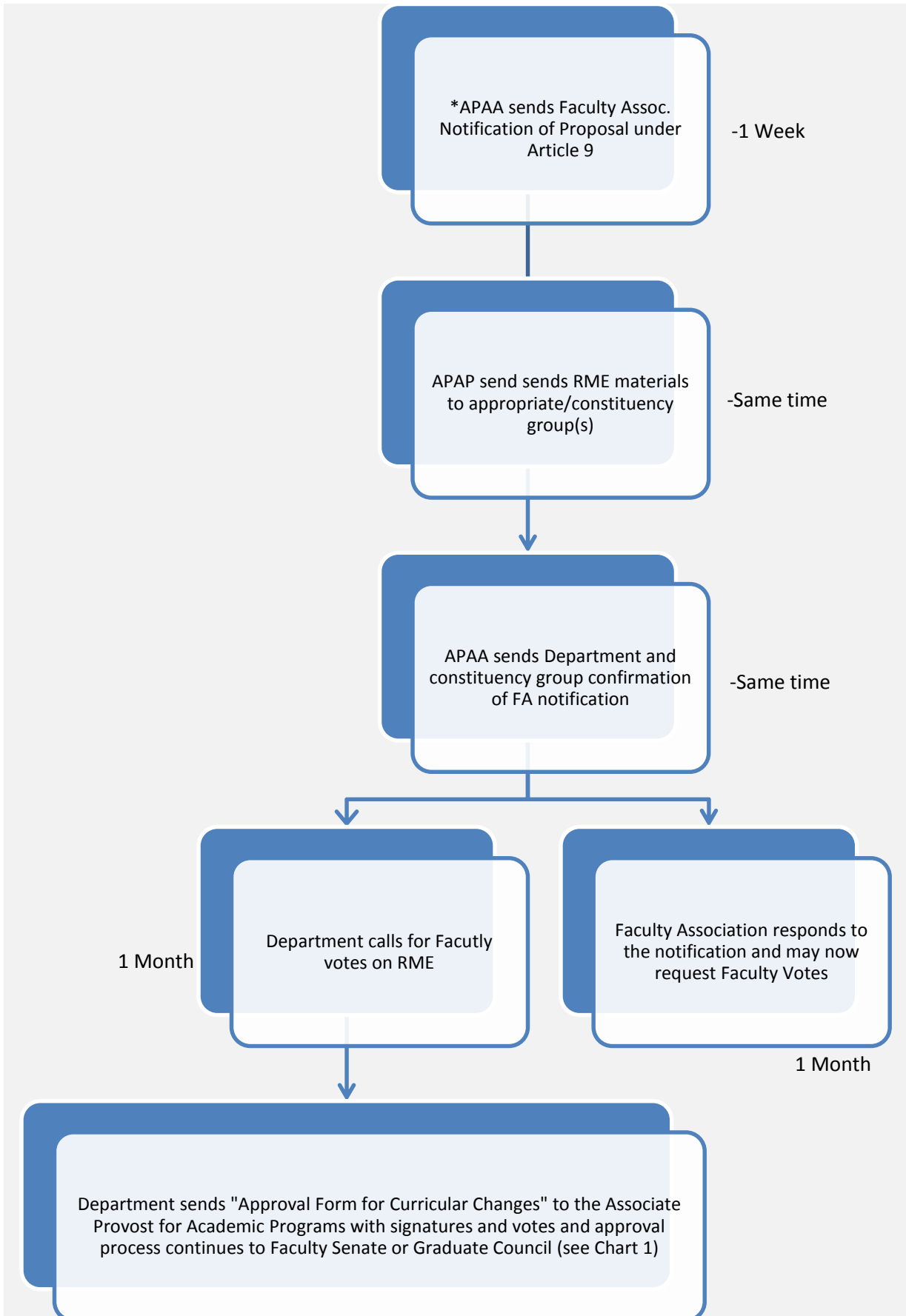
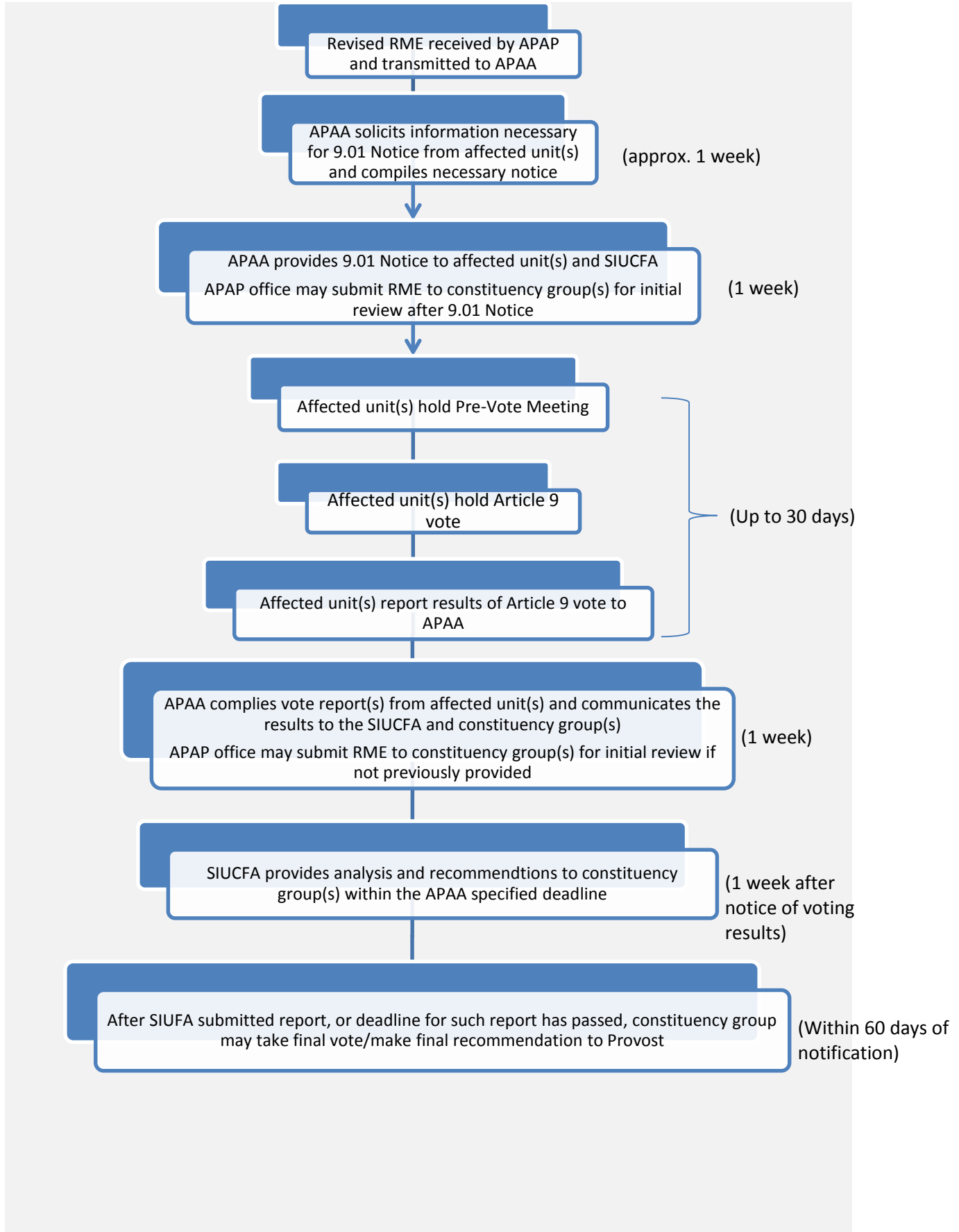


Chart 3 (cont.)



ASSOCIATE PROVOST FOR ACADEMIC PROGRAMS
RME/NUI INFORMAL REVIEW
REVISION CHECKLIST

Requested Revisions for:

Contact person:

- Please use the current version of the RME/ NUI Form from <http://assessment.siu.edu/program-review/forms.html>
- Please send us an editable electronic document
- Clean up formatting per revisions indicated
- Add employment opportunities statistics in "Reason for Proposed Action" section
- Add enrollment projections & provide justification of numbers used in "Reason for Proposed Action" section
- Please add assessment plan of current program requesting changes
- Add budget effects ("No anticipated effects" is unrealistic); Include cost to change recruitment materials at the very least
- Add concurrence letters from Deans/Departments listed: _____

- Add catalog copy
- Check IBHE Degree/Certificate/Minor hours requirement
- Provide Program Description (Form 90A) or signed Form 90A
- Provide "Approval for Curricular Changes Form" after votes have been recorded
- Certificates are not be eligible for Financial Aid

Comments: _____

Date Received: _____

Date Returned to Dept: _____