ESTABLISHMENT OF NEW PROGRAMS/SITES

ONLINE PROGRAM
- Department will generate a Formal Request for Permission to Investigate memo from Chair, through Dean, to Executive Director, SIU Extended Campus.
- College/department will receive approval to investigate.
- Department will generate Formal Request to Open memo from Chair, through Dean, to Executive Director, SIU Extended Campus. A completed Distance Education Moderate Extension (DEME) form will need to accompany the memo.
- SIU Extended Campus will generate a Formal Request for Permission to Open memo from Executive Director, SIU Extended Campus to Provost.
- SIU Extended Campus will receive approval to open.
- SIU Extended Campus will generate an Affected Officers memo to college, department, and other affected parties.
- SIU Extended Campus will generate distance education and accounting codes.
- SIU Extended Campus will contact the Illinois State Approving Agency to approve the online program for veterans’ benefits.

OFF-CAMPUS PROGRAM (AT EXISTING SITE)
- Department will generate a Formal Request for Permission to Investigate memo from Chair, through Dean, to Executive Director, SIU Extended Campus.
- College/department will receive approval to investigate.
- Department will generate Formal Request to Open memo from Chair, through Dean, to Executive Director, SIU Extended Campus. A completed Distance Education Moderate Extension (DEME) form will need to accompany the memo.
- SIU Extended Campus will initiate an MOU with the site.
- SIU Extended Campus will determine the need for worker’s compensation.
- SIU Extended Campus will generate an Out-of-Region RME, if applicable.
- SIU Extended Campus will contact state agencies to initiate program approval process.
- SIU Extended Campus will generate a Formal Request for Permission to Open memo from Executive Director, SIU Extended Campus to Provost.
- SIU Extended Campus will receive approval to open.
- SIU Extended Campus will generate an Affected Officers memo to college, department, and other affected parties.
- SIU Extended Campus will provide program information to the Higher Learning Commission.
- SIU Extended Campus will generate distance education and accounting codes.

OFF-CAMPUS PROGRAM (AT NEW SITE)
- Department will generate a Formal Request for Permission to Investigate memo from Chair, through Dean, to Executive Director, SIU Extended Campus.
- College/department will receive approval to investigate.
- Department will generate Formal Request to Open memo from Chair, through Dean, to Executive Director, SIU Extended Campus. A completed Distance Education Moderate Extension (DEME) form will need to accompany the memo.
- SIU Extended Campus will initiate an MOU with the site.
SIU Extended Campus will determine the need for worker’s compensation.
SIU Extended Campus will generate an Out-of-Region RME, if applicable.
SIU Extended Campus will contact state agencies to initiate program and site approval process.
SIU Extended Campus will generate a Formal Request for Permission to Open memo from Executive Director, SIU Extended Campus to Provost.
SIU Extended Campus will receive approval to open.
SIU Extended Campus will generate an Affected Officers memo to college, department, and other affected parties.
SIU Extended Campus will provide an activation date to the Higher Learning Commission.
SIU Extended Campus will generate distance education and accounting codes.
SIU Extended Campus will contact the Illinois State Approving Agency to approve the program and site for veterans’ benefits.