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 OUTSIDE OF ILLINOIS
- 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 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 OUTSIDE OF ILLINOIS
- 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.

*Please contact the Associate Provost for Academic Programs if you wish to start a program outside of SIU, but within the state of Illinois.*