Oregon State University
Online Delivery of an Existing Course
Category II Proposal Workflow Chart

Course Proposal Request by Faculty in an Academic Unit
Submitted to Ecampus for Review and Approval

College, Department, Program work closely with Ecampus and develops a Memorandum of Understanding (MOU). A Course Development Schedule and the Course Syllabus are not attached to the proposal.

Reviewed and Approved by Ecampus

Request for Y and K Schedule Types and Ecampus as a Location
Ecampus sends the Office of Academic Programs, Assessment, and Accreditation (APAA) an email request to add:
(1) Y and K Schedule Types (WWW and Streaming Media), and
(2) Ecampus as a Location
to an existing course to be delivered online by Ecampus.

Curriculum Proposal Systems (CPS)
Office of Academic Programs, Assessment, and Accreditation prepares and submits an Expedited Category II change course proposal on behalf of Ecampus and the Academic Unit(s).
Implementation Process

- **CPS Proposal**: An expedited Category II CPS proposal is sent to the Registrar’s Office for entry into the OSU Catalog, Banner SIS and MyDegrees.
- **Campus Announcement**: An announcement is made to the campus by the Registrar’s Office via the CPS contact list.