

## **New Location/Ecampus-Hybrid Proposals Policy (current text)**

<https://apa.oregonstate.edu/pop/new-locationecampus-hybrid-proposals>

### **Expedited review process for offering an existing academic degree or certificate program at a new location**

Any academic degree program that exists in the OSU catalog must be aligned across all locations and modalities (i.e., existing curricular requirements and academic degree program outcomes).

Proposals to extend an existing degree or certificate program to a new location must include, as applicable:

- [Transmittal Sheet](#): including the academic unit Head/Chair/Director and college Dean's signature.
- **Executive Summary** (Ensure the following):
  - Alignment of curriculum;
  - Alignment with the OSU Catalog description of the existing program;
  - Alignment of the degree or certificate program learning outcomes and assessment plan, including direct measures of student learning;
  - Statement identifying the academic home, including the program director or coordinator;
  - Demonstration of adequate budget resources;
  - Library Evaluation; and
  - Proposed effective term.
- [HECC New Location Template Form](#)
- **Curriculum Four-Year Plan** (undergraduate programs only)

### **Proposal Workflows: New Location and New Location/Ecampus-Hybrid**

#### **New Location Proposals: Review Steps**

Expedited proposals will follow a process consisting of:

1. Academic Unit: proposal preparation and transmittal sheet approval signatures
2. Faculty Senate Graduate Council: review (graduate programs only)
3. Faculty Senate Curriculum Council: review
4. Faculty Senate Executive Committee: notification

5. Provost (or designee): review and approval  
[Note: The Provost is the final review and approval step for certificate proposals.]
6. OSU's Board of Trustees: notification
7. Higher Education Coordinating Commission (HECC): review and final approval for degree proposals

Proposals for any new academic degree program that does not exist in the OSU Catalog must use a full proposal (Full Category I Proposal) review and approval process.

Proposals for the creation of a fully online academic degree program of an existing academic program must use the existing Ecampus (Expedited Category II Proposal) review and approval process.

**New Location/Ecampus-Hybrid Proposals: Review Steps (including the OSU Portland facility with courses offered in a hybrid format)**

Expedited proposals will follow a process consisting of:

1. Academic Unit: proposal preparation and transmittal sheet approval signatures
2. Ecampus: review (hybrid programs only)
3. Faculty Senate Graduate Council: review (graduate programs only)
4. Faculty Senate Curriculum Council: review
5. Faculty Senate Executive Committee: notification
6. Provost (or designee): review and final approval  
[Note: The Provost is the final review and approval step for both degree and certificate proposals.]

**Approved By**

**Date**

Faculty Senate Curriculum Council 03/02/2018