### A. Review & Approval Process: New (and Renewal of Expired) AE Proposals

<table>
<thead>
<tr>
<th>STEPS</th>
<th>PERSONNEL INVOLVED</th>
<th>TIME-FRAME</th>
</tr>
</thead>
</table>
| 1: Preparation and submission of proposal – Course initiator  
- In consultation with Academic Extension (AE), identify tuition fee amount  
- Prepare syllabi (see COE Syllabus template [https://education.uoregon.edu/sites/default/files/2014_coe_syllabusguidelines_12-12-14_bf.pdf])  
- Complete proposal form [https://coe.uoregon.edu/governance/curriculum-review-policies]  
- Submit syllabi, proposal form, and instructor CV (if not COE faculty) to academic department Curriculum Support Staff (CSS)  
  | COE faculty member – course initiator/instructor1 and Academic Extension staff (AE)  
  | Acad Dept curriculum support staff (CSS)  
  | As needed, 4-5 weeks prior to course start date |
| 2: Review and approval - Department  
- Faculty review AE proposal and vote on approval of course offering by department (vetting appropriateness of course content, syllabi and instructor qualifications)  
- Department Head (DH) provides signature indicating approval of the course  
- Department CSS submits completed proposal form and supporting materials to Associate Dean (coead@uoregon.edu)  
  | Department Faculty  
  | Department Head (DH)  
  | Curriculum Support Staff (CSS)  
  | Allow 2-3 weeks for this vote, department head signature and posting |
| 3: Review and approval - Assoc Dean of Academic Affairs (ADAA)  
- ADAA reviews proposals and informs CSS and instructor of approval via email, or indicates missing items/ modifications  
- DOAA posts the course to the log of COE AE approved courses  
  | Associate Dean of Academic Affairs (ADAA)  
  | Dean’s Office Administrative Assistant (DOAA)  
  | Allow 1 week for this step |
| 4: Set up and support of course - Acad Extension  
- DOAA emails AE of approval of course, providing course name, instructor, credits, time/day/term, location, expected enrollment, cost, etc.  
- AE assigns CRN and works directly with faculty to support course offering  
  | Dean’s Office Administrative Assistant (DOAA)  
  | AE  
  | Allow 1 week for this step |

1 COE Research & Outreach Faculty need to make arrangements to affiliate with one of the four COE Academic Departments  
2 COE approved AE offerings may be offered with notification for a maximum of three years, after which they will need to undergo full review.

### B. Continuing AE Proposals

Has the COE Approved Courses exceeded the three-year limit?  
**Yes** Renewal Needed. Follow process for new and renewal of expired proposals (see steps under A above)  
**No** Notification needed. (See notification steps below)

<table>
<thead>
<tr>
<th>Steps In Notification Process</th>
<th>Personnel Involved</th>
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</thead>
<tbody>
<tr>
<td>1: Prepare proposal form and submit to CSS.</td>
<td>COE faculty member</td>
</tr>
<tr>
<td>2: CSS submits proposal form to DOAA.</td>
<td>CSS</td>
</tr>
<tr>
<td>3: DOAA notifies AE of continued offering and posts approval update.</td>
<td>DOAA</td>
</tr>
<tr>
<td>4: AE assigns CRN and works directly with faculty to support course offering.</td>
<td>Acad Ext</td>
</tr>
</tbody>
</table>