

### **Outreach (new location/format) Graduate Program Development and Approval**

This process begins when a department would like to offer an already approved graduate program in a new location (e.g., at a regional campus, off campus) or in a new format (e.g., on-line, mixed delivery). The required approval form and necessary instructions can be found at <http://www.outreach.ohio.edu/gradoutreach.htm>

Please note that the entire approval process must be completed at least six weeks prior to the initiation of the degree program and that it must conform to the RACGS requirement for less than 50% change in the content or course requirements. Please see the Ohio Board of Regent's RACGS Guidelines and Procedures posted at <http://regents.ohio.gov/rgp/racgs/> for more information.

### **Outreach Graduate Class Call Numbers**

All outreach graduate classes are processed through the Graduate College. The Graduate College will assign call numbers from the range of 81000-85499, dependent on whether the class is flexibly scheduled or not. If a class spans multiple terms the call number will be assigned for the term in which grades are assigned.

The section code will be assigned by whether the class is on-campus or off-campus. All off-campus classes must give the physical location of course delivery, including zip code.

All approved cohorts will be identified by a Resource Distribution Program Code. This RDP code will be used to link the class to the revenue account. It is the responsibility of each approved program to furnish revenue account numbers to the Bursar's Office. The contact person in the Bursar's Office is Sherry Downs.

The request for outreach graduate class form can be accessed at the Registrar's forms page website:

<http://www.ohio.edu/registrar/forms.cfm>

At the forms home page, click on "Outreach Graduate Class Form"

Complete page #1 for all requests

All workshops need to not only complete page #1, but also need to complete page #2 (see tab at bottom of page 1 to access page 2)

Save completed form

Send completed form to the attention of Annette Love in the Graduate College at:  
love@ohio.edu

The Graduate College will review each request, assign an appropriate call number and forward completed form to the scheduling department of the Registrar's Office for entry into SIS.

Scheduling will enter the class into SIS and email completed form to the person requesting the class.

The Bursar's Office will distribute revenue on a quarterly basis to the colleges and provide data based on the Resource Distribution Program codes such that the colleges know the amount of revenue generated by each department/school.