COURSE PROPOSAL CURRICULAR REVIEW PROCESS
(All COURSE proposals are submitted through CSCS)
College of Engineering -- Office of Academic Programs
Course Submission and Consultation System (CSCS) Flow Chart

FACULTY MEMBER and/or designated STAFF ASSISTANT
creates and completes course proposal

Appropriate consultation is sought: Required consultation must be requested from those individuals
whose approval is deemed mandatory by departments, disciplinary communities, curriculum committee
chairs, and review committees. For courses that may be offered at other Penn State campuses, the DAA
and faculty who teach the course must be consulted.

Note: College-level consultation groups have been created in CSCS. Do not automatically send proposals to everyone on these
lists. They should only be used by the departments as a reference tool to create their own consultation groups.

After ALL required consultation is completed, submit proposal to the College Proposal Administrator

Office of Academic Programs
(if needed, Associate Dean requests ACUE consultation)

UNDERGRADUATE PROPOSALS
COLLEGE PROPOSAL ADMINISTRATOR
prepares proposals for committee meeting
COMMITTEE MEMBERS
review and approve proposals or
indicate changes needed for approval

COLLEGE PROPOSAL ADMINISTRATOR
enters minor changes on CSCS, or resets
proposal for department to make major
recommended changes OR forwards
approved and/or revised proposals to the
Engineering Faculty Council (EFC) for
review and approval

GRADUATE PROPOSALS
COLLEGE PROPOSAL ADMINISTRATOR
sends proposals via email to the committee
COMMITTEE MEMBERS
review and approve proposals or
indicate changes needed for approval

COLLEGE PROPOSAL ADMINISTRATOR
works with proposer to incorporate changes
into proposal OR forwards
approved and/or revised proposals
to the
Engineering Faculty Council (EFC) for
review and approval

TECHNOLOGY PROPOSALS
are reviewed and approved by
SEDTAPP COMMITTEE MEMBERS
prior to submitting to the
Office of Academic Programs

COLLEGE PROPOSAL ADMINISTRATOR
forwards approved and/or revised proposals
to the
Engineering Faculty Council (EFC) for
review and approval

COLLEGE PROPOSAL ADMINISTRATOR
If not approved by EFC, communicates changes to department. If approved, adds
administrative approval statement in CSCS then begins signatory request to DEPARTMENT
HEAD, which automatically forwards to the SCCA COLLEGE REPRESENTATIVE, then to the
ASSOCIATE DEAN FOR ACADEMIC PROGRAMS. (Graduate proposal signatory requests
go to the DEPARTMENT HEAD, COLLEGE REPRESENTATIVE, REPRESENTATIVE FOR
THE DEAN, GRAD SCHOOL DEAN, and the GRAD SCHOOL SUB COMMITTEE REP.)

FACULTY SENATE
receives college-approved proposals for review and approval

COLLEGE PROPOSAL ADMINISTRATOR
provides 2 hard copies of each Undergraduate and Technology Course proposals
and 22 hard copies for each Graduate Course proposal

Revised: 05FEB2011

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