

# 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

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

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

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

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

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