

MAJOR, OPTION, or MINOR PROPOSAL CURRICULAR REVIEW PROCESS (for new, change or drop)

College of Engineering -- Office of Academic Programs Flow Chart

PROSPECTUS

A prospectus is required for all undergraduate and technology program proposals (not graduate), and **may only be submitted by the Associate Dean for Academic Programs**. Procedures can be found at <http://www.psu.edu/dept/oue/aappm/P-intro.html>. After completing the required information on the submission form <click here>, attach to an email and send to rse1@psu.edu. The deadline to submit a prospectus is one week prior to ACUE meetings, which are held the first Thursday of every month. The Department Head and the Proposer will be notified when a prospectus has been approved, so that work can begin on the 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.

After ALL required consultation is completed, forward an electronic copy of the proposal to the College Proposal Administrator for the Office of Academic Programs. The proposal will be sent for ACUE consultation with all replies returned directly to the proposer, who will summarize and add a consultation summary to the proposal. This finalized version will be sent to the following College Proposal Administrators as a Word document:

