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 res1@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 <u>ALL</u> 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:

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
Contacts the proposer for approval to enter
minor changes or sends more extensive
recommended changes back to the
department for revision 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 Note: IUG proposals are also reviewed by the undergraduate studies committee.

GRADUATE 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

If not approved by EFC, the COLLEGE PROPOSAL ADMINISTRATOR communicates changes to department. If approved, the COLLEGE PROPOSAL ADMINISTRATOR obtains required signatures and transmits to the FACULTY SENATE

<u>Undergraduate and Technology Course Proposals</u>: provide 1 signed original, 2 hard copies and an electronic Word document. <u>Graduate Course Proposals</u>: provide 1 signed original, 22 hard copies and an electronic Word document

College-approved proposals are reviewed by FACULTY SENATE