

# Add, Change, or Drop a course

## Step 1: Discuss with your Department Head

- How will adding this major, minor, option, or program support the University's commitment to curricular integrity and to disciplinary unity?
- How will the addition of this program affect other programs or other Penn State campuses and colleges?
- Will there be any cost?
- Once you have approval from the appropriate departmental authorities (this may vary by department), move on to Step 2.

## Step 2: Submit Proposal with Formal Consultations

- Have your a consultation list in place prior to creating the proposal in the curriculum.psu.edu system.
- Prepare your proposal at [curriculum.psu.edu](http://curriculum.psu.edu)
- Wait for other parties to complete their reviews:
  - The formal consultation individuals will have 2 weeks to review the proposal. At the end of the 2-week review, the proposal can move forward for college review.
  - The system will notify the initiator when there is a non-concurrence. It is the responsibility of the initiator to respond to the non-concurrence.
  - A non-response turns to concur at the end of two weeks.

## Step 3: Monitor the Progress of the Proposal

- College reviews proposal (Dave Lingenfelter)
  - Ensure your course objectives match up to the correct number of weeks (typically 15 weeks) and evaluation methods should add up to 100% of the grade.
- Department head reviews proposal
  - Ensure that your content describes what the course is about.
- College's representative Senate Committee on Curricular Affairs (SCCA) (Suzanna Linn)
- Associate Dean reviews proposal (Paul Taylor)
- Faculty Senate reviews proposal
  - Familiarize yourself with the [University Faculty Senate Course Procedures](#)