

Close an academic program

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: Obtain a General Consensus

- Present your idea of a new major, minor, option, or program to the units and faculty that share your curriculum (at University Park and the Commonwealth campuses) or that might otherwise be affected by this change.
- (Assemble your consultation list in accordance with these Senate guidelines: <http://senate.psu.edu/curriculum/guide-to-curricular-procedures/glossary/#consultation-statement>)
- This is a preliminary, pre-proposal consultation, so you needn't wait for responses from all affected parties.
- Retain all email correspondence.

Step 3: Review Faculty Senate Procedure

- Familiarize yourself with the [University Faculty Senate Procedure](#)

Step 4: Notify the Associate Dean

- Alert the Associate Dean's Office of Undergraduate Studies (l-lausscurriculum@lists.psu.edu) of the new major, minor, option, or program.

Step 5: Complete the ACUE P-Form

- Review the Liberal Arts Undergraduate Studies (LAUS) submission deadlines and Administrative Council for Undergraduate Education (ACUE) meeting schedule in the sidebar
- Complete the following P4-form for ACUE's review: [Complete P4-Form](#)
- Wait for other parties to complete their reviews:
 - ACUE sends the prospectus memo to LAUS, which will inform us how to proceed
 - LAUS office notifies the Department and the request initiator

Step 6: Conduct Formal Consultations

- Have your consultation list in place prior to creating the proposal in the curriculum.psu.edu system.
- Prepare your proposal at curriculum.psu.edu
 - Review Help > Proposal Preparation Template to complete the proposal
- 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 end of two weeks

Step 7: Submit Proposal for College Review

- Upload costing analysis to proposal
- Upload prospectus memo to proposal
- After the 2-week consultation period, the initiator will see a button to submit for college review
- Wait for other parties to complete their reviews:
 - College reviews proposal
 - College submits proposal to Faculty Senate
 - Senate will publish the result in their meeting notes

Step 8: Monitor the Progress of the Proposal

- College reviews proposal (Holly Beaver)
- Department head reviews proposal
- College's representative Senate Committee on Curricular Affairs (SCCA) (Suzanna Linn)
- Associate Dean reviews proposal (Paul Taylor)
- Faculty Senate reviews proposal