Changing A Major, Minor, Option, or 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.
- The college Curriculum Coordinator, Suzanna Linn, sld8@psu.edu, could be a useful resource at this stage.

For Example Proposals and Consultation Lists, see Resources.

Step 3: Complete the ACUE P-Form

- Familiarize yourself with the University Faculty Senate Change Procedure
- Review the Liberal Arts Undergraduate Studies (LAUS) submission deadlines and Administrative Council for Undergraduate Education (ACUE) meeting schedule in the sidebar
- Complete the following P2-form for ACUE's review: P-2: Curricular Changes in Undergraduate Programs/Majors, Options, IUGs, and Minors
- Wait for other parties to complete their reviews:
  - ACUE sends the prospectus memo to LAUS, which will inform us how to proceed

- o LAUS office notifies the Department and the request initiator

Step 4: Conduct Formal Consultations

- Have your consultation list in place prior to creating the proposal in the Curriculum Review and Consultation System (CRCS), at the curriculum.psu.edu system.
- Prepare your proposal at curriculum.psu.edu
  - o Review Help > Proposal Preparation Template to complete the proposal
  - o Be sure to upload costing analysis to proposal.
  - o Be sure to upload prospectus memo to proposal.
- Wait for other parties to complete their reviews:
  - o 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.
  - o 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 before the proposal can move forward. (A non-concurrence re-starts the 2-week consultation period and could happen multiple times.)
  - o A non-response turns to concur at end of two weeks
  - o 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:**
  - o College reviews proposal.
  - o College submits proposal to Faculty Senate.
  - o Senate will publish the result in their meeting notes.

What's Next?

- College reviews the technical details and substantive justification.
  - o Ensure your vision is explained clearly and persuasively.
- Department head reviews proposal.
- College's representative to Senate Committee on Curricular Affairs (SCCA) reviews the proposal (Suzanna Linn).
- Associate Dean reviews proposal (B. Richard Page).
- Faculty Senate reviews proposal.
- Monitor the status of proposal. Faculty Senate will notify you if there is an issue to be addressed or if approved.