

Add a New Undergraduate Certificate



Step 1: Discuss with your Department Head

- How will adding this certificate 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 certificate 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.

For Example Proposals and Consultation Lists, see Resources.



Step 3: Complete the ACUE M12-Form

- Familiarize yourself with the [University Faculty Senate Add 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 M12-form for ACUE's review: [M-12: New Undergraduate Credit Certificate](#).
- **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 4: Conduct Formal Consultations

- Have your a consultation list in place prior to creating the proposal in the Curriculum Review and Consultation System CRCS, at curriculum.psu.edu.
- Prepare your proposal at curriculum.psu.edu.
 - Review Help > Proposal Preparation Template to complete the proposal.
 - Be sure to upload costing analysis to proposal.
 - Be sure to upload prospectus memo to 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 before the proposal can move forward. (A non-concurrence re-starts the 2-week consultation period and could happen multiple times.)
 - A non-response turns to concur at end of two weeks.
 - 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.

What's Next?

- College reviews the technical details and substantive justification.
 - 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 (Richard Page).
- Faculty Senate reviews proposal.