

# CURRICULAR APPROVAL PROCESS

## COURSES AND CURRICULUM

Faculty idea for new or revised course or curriculum – including special topics courses



**FIRST**, discuss with *PIC* and *department head* (including *resource implications*) as informal consultation



**IF OK**, special topics courses should be presented to department curriculum committee in paper form for consideration. Other course proposals should be entered into Angel “Course Submission and Consultation System”\*  
[\*work with *lead staff* to submit proposal, identify necessary elements, consultations (including department curriculum committee chair), and proofreading needs]



**SEND** to *department committee*\* for review within Angel system (committee chair will receive email notification that the proposal is ready for review)



**IF OK**, *department head* will review (email notification will be sent within Angel after the committee approval)



**IF OK**, the *College of Education Curriculum Committee* will review (<http://www.ed.psu.edu/educ/for-current-faculty-and-staff/associate-dean-undergrad/curricular-affairs>)



**IF OK**, the *associate dean* will secure final signatures from:  
(1) Department Head  
(2) College representative to the Faculty Senate or Graduate School curriculum committee  
(3) Dean Monk



**IF OK**, the associate dean sends the proposal to the *Faculty Senate and/or Graduate Council* for final review and approvals

**If a proposal is turned down at any point in the process, the proposal will not move forward.**

\*The department committee will review the course offerings to ensure there are not duplicative courses in the department or with other courses, to ensure that the course/program changes are connected to the mission of the department, and to foster broader understandings of the department’s curriculum. Special topics courses are permitted to be offered no more than three semesters.