**Penn State Arts & Architecture Undergraduate Studies Curriculum Process : Curricular Actions**

References:

[Liberal Arts Guidance Document](https://sites.psu.edu/lauscurriculum/)

[Senate Guide to Curricular Procedures](https://senate.psu.edu/curriculum/guide-to-curricular-procedures/baccalaureate-degree-curriculum/)

[Academic Administrative Policies and Procedures Manual](https://undergrad.psu.edu/aappm/P-0-curricular-principles-and-procedures.html)

[Curricular Deadlines](https://senate.psu.edu/curriculum/curricular-deadlines/)

[Curricular Archive](https://curriculumarchives.libraries.psu.edu/apex/f?p=410:2:0::NO:::)

[CIM Curricular Management System](https://cim.psu.edu/)

* **Curricular Action 1** *Add or change an undergraduate certificate*
* **Curricular Action 2** *Add a new program (major, minor, or option)*
* **Curricular Action 3** *Add a new Integrated Undergraduate-Graduate (IUG) Program*
* **Curricular Action 4** *Change a major, minor, option, or program*
* **Curricular Action 5** *Move to or Discontinue a Major, Minor, Option, or Program at given Campus*
* **Curricular Action 6** *Close an academic program*
* **Curricular Action 7** *Add, Change, or Drop a course*
* **Curricular Action 8** *Offer a One-Time Course*

**Curricular Action 1**

*Add or change an undergraduate certificate*

Certificates are designed by academic units to accommodate the parameters of the discipline or field of study as well as the specific educational needs of the intended students. A certificate consists of a group of courses, typically 9-15 credits, developed, supervised, and evaluated by the offering academic unit(s).

<https://undergrad.psu.edu/aappm/M-12-guidelines-undergraduate-credit-certificates.html>

**Step 1: Discuss with your Department Head**

* How will adding/changing/closing this certificate support the University’s commitment to curricular integrity and to disciplinary unity?
* How will the addition/change/close of this program affect other programs or other Penn State campuses and colleges?
* How will the change impact your unit (College and Department)?
* Will there be any cost?
* If the proposal is for World Campus delivery, contact the Assistant Dean for Digital Learning.
* 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 about the certificate to the faculty in your unit, as well as to any 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.
* Your Department Head or Director will be a useful resource at this stage; the office of the Associate Dean for Academic Affairs can also provide guidance.

**Step 3: Submit a Prospectus**

As stated on <https://cim.psu.edu/> :

A prospectus is required for all undergraduate program proposals. For graduate program proposals, a prospectus is only required for new graduate programs or extending an existing graduate program to online delivery. A new prospectus proposal can be completed from the [CIM Prospectus Management dashboard](https://psu-next.courseleaf.com/prospectusadmin). Instructions on how to complete the prospectus form are found in the [Prospectus Management User Guide](https://cim.psu.edu/user-guides/prospectus-management/).

* The prospectus will be submitted to ACUE by the Associate Dean of Academic Affairs.
* The prospectus should be submitted and approved before the program proposal form is submitted to workflow for approval. However, you can begin work on the program proposal form in CIM while the prospectus is being reviewed. The work completed on the program proposal form can be saved and returned to in the CIM Program Management system.
* ACUE Curricular Program Prospectus forms can be viewed here: <https://senate.psu.edu/curriculum/acue-curricular-program-prospectus-forms/>

**Step 4: Prepare a Program Proposal through the Curriculum Inventory Management System (CIM)**

This entire process is undertaken through a clearly defined set of step-by-step instructions in the CIM system at <https://cim.psu.edu/user-guides/program-management/add-program/?program_type=CreditCertificate#type-selection>

* Scroll down this page to “View Form Fields for Certificate – Credit.”

**Step 5: CIM begins the approval process**

The automated approval process in CIM is called the Workflow. Once you click the green Start Workflow Button, your proposal will begin this approval process. The CIM then takes you through all the following steps:

1. Workflow
2. Post-Approval
3. Authorization from Executive Vice President and Provost
4. Entry to Entry to LionPATH Update Academics and Degree Audit Analysis
5. Notification of Approval
6. Sync with University Bulletins

Identifying Figures in the Arts and Architecture Workflow

1. Unit Curricular Committee (or equivalent)
2. Unit Head
3. Senate Committee on Curricular Affairs (SCCA) Representative for the College of Arts and Architecture (You can identify the current representative via this page: <https://senate.psu.edu/senators/standing-committees/curricular-affairs/members/> )
4. Associate Dean of Academic Affairs, (<https://arts.psu.edu/facilities/academic-affairs-outreach/> ) 814.865.9523
5. Undergraduate Curricular Affairs Committee (Includes representatives from each unit and the SCCA. Contact the Dean of Academic Affairs office, above, for specifics.)
6. Associate Deans from any additional units teaching the course.
7. Senate: Administrative Council on Academic Education (ACUE) (<https://undergrad.psu.edu/administrative-council-undergraduate-education-acue> )

**Curricular Action 2**

*Add a new program (major, minor, or option)*

The addition of a major, option, or minor to the University curriculum requires academic and administrative approval.

A major is a plan of study in a field of concentration within a type of baccalaureate degree. Each major may have requirements identified in the following categories: [Prescribed Courses](https://senate.psu.edu/curriculum/glossary/) , [Additional Courses](https://senate.psu.edu/curriculum/glossary/), and [Supporting Courses and Related Areas](https://senate.psu.edu/curriculum/glossary/) .

(<https://senate.psu.edu/curriculum/guide-to-curricular-procedures/baccalaureate-degree-curriculum/#majors>)

A minor is defined as a supplemental academic program of at least 18 credits.

<https://senate.psu.edu/curriculum/guide-to-curricular-procedures/baccalaureate-degree-curriculum/#minors>

An option is a specialization within a major that involves at least one-third of the course credits required for the major but need not be more than 18 credits. All options within a major must have in common at least one-fourth of the total required course credits in the major. A student can only be enrolled in an option within his/her own major.

<https://senate.psu.edu/curriculum/guide-to-curricular-procedures/baccalaureate-degree-curriculum/#options>

**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.
* If the proposal is for World Campus delivery, contact the Assistant Dean for Digital Learning.

**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: <https://senate.psu.edu/curriculum/guide-to-curricular-procedures/glossary/#consultation>).
* This is a preliminary, pre-proposal consultation, so you needn’t wait for responses from all affected parties.
* Retain all email correspondence.
* Your Department Head or Director will be a useful resource at this stage, the office of the Associate Dean for Academic Affairs can also provide guidance.

**Step 3: Submit a Prospectus**

As stated on <https://cim.psu.edu/> :

A prospectus is required for all undergraduate program proposals. For graduate program proposals, a prospectus is only required for new graduate programs or extending an existing graduate program to online delivery. A new prospectus proposal can be completed from the [CIM Prospectus Management dashboard](https://psu-next.courseleaf.com/prospectusadmin). Instructions on how to complete the prospectus form are found in the [Prospectus Management User Guide](https://cim.psu.edu/user-guides/prospectus-management/).

* The prospectus will be submitted to ACUE by the Associate Dean of Academic Affairs.
* The prospectus should be submitted and approved before the program proposal form is submitted to workflow for approval. However, you can begin work on the program proposal form in CIM while the prospectus is being reviewed. The work completed on the program proposal form can be saved and returned to in the CIM Program Management system.
* ACUE Curricular Program Prospectus forms can be viewed here: <https://senate.psu.edu/curriculum/acue-curricular-program-prospectus-forms/>

**Step 4: Prepare a Program Proposal through the Curriculum Inventory Management System (CIM)**

For instructions on proposing a new program, see the following page from CIM Curricular Management System: <https://cim.psu.edu/user-guides/program-management/add-program/>

* Navigate to the Program Proposal Form
* Complete the Form

**Step 5: CIM begins the approval process**

The automated approval process in CIM is called the Workflow. Once you click the green Start Workflow Button, your proposal will begin this approval process. The CIM then takes you through all the following steps:

1. Workflow
2. Post-Approval
3. Authorization from Executive Vice President and Provost
4. Entry to Entry to LionPATH Update Academics and Degree Audit Analysis
5. Notification of Approval
6. Sync with University Bulletins

Identifying Figures in the Arts and Architecture Workflow

1. Unit Curricular Committee (or equivalent)
2. Unit Head
3. Senate Committee on Curricular Affairs (SCCA) Representative for the College of Arts and Architecture (You can identify the current representative via this page: <https://senate.psu.edu/senators/standing-committees/curricular-affairs/members/> )
4. Associate Dean of Academic Affairs, (<https://arts.psu.edu/facilities/academic-affairs-outreach/> ) 814.865.9523
5. Undergraduate Curricular Affairs Committee (Includes representatives from each unit and the SCCA. Contact the Dean of Academic Affairs office, above, for specifics.)
6. Associate Deans from any additional units teaching the course.
7. Senate: Administrative Council on Academic Education (ACUE) (<https://undergrad.psu.edu/administrative-council-undergraduate-education-acue> )

**Curricular Action 3**

*Add a new Integrated Undergraduate-Graduate (IUG) Program*

An integrated undergraduate-graduate (IUG) degree program combines a Penn State baccalaureate degree with a master's degree as a continuous program of study. IUG programs should be designed so that students complete the undergraduate degree requirements within the typical time-to-degree for that undergraduate major.

(<https://gradschool.psu.edu/graduate-education-policies/gcac/gcac-200/gcac-210-integrated-undergraduate-graduate-degree-programs/>)

**Step 1: Discuss with your Department Head**

* How will adding this Integrated Undergraduate-Graduate (IUG) 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?
* Review the graduate curricular proposal requirements. <https://gradschool.psu.edu/gradcouncil/graduate-council-curricular-review-process/developing-graduate-program-proposals/#iug>
* A proposal for an IUG needs to be approved by both the Graduate School and the undergraduate.
* If the proposal is for WC delivery, contact the Assistant Dean for Digital Learning.

**Step 2: Obtain a General Consensus**

* Present your idea of a new IUG 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 Associate Dean of Academic Affairs can be a useful resource at this stage.

**Step 3: Submit a Prospectus**

As stated on <https://cim.psu.edu/> :

A prospectus is required for all undergraduate program proposals. For graduate program proposals, a prospectus is only required for new graduate programs or extending an existing graduate program to online delivery. A new prospectus proposal can be completed from the [CIM Prospectus Management dashboard](https://psu-next.courseleaf.com/prospectusadmin). Instructions on how to complete the prospectus form are found in the [Prospectus Management User Guide](https://cim.psu.edu/user-guides/prospectus-management/).

* The prospectus will be submitted to ACUE by the Associate Dean of Academic Affairs.
* The prospectus should be submitted and approved before the program proposal form is submitted to workflow for approval. However, you can begin work on the program proposal form in CIM while the prospectus is being reviewed. The work completed on the program proposal form can be saved and returned to in the CIM Program Management system.
* ACUE Curricular Program Prospectus forms can be viewed here: <https://senate.psu.edu/curriculum/acue-curricular-program-prospectus-forms/>

**Step 4: Prepare a Program Proposal through the Curriculum Inventory Management System (CIM)**

For instructions on proposing a new program, see the following page from CIM Curricular Management System: <https://cim.psu.edu/user-guides/program-management/add-program/>

* Navigate to the Program Proposal Form
* Complete the Form

**Step 5: CIM begins the approval process**

The automated approval process in CIM is called the Workflow. Once you click the green Start Workflow Button, your proposal will begin this approval process. The CIM then takes you through all the following steps:

1. Workflow
2. Post-Approval
3. Authorization from Executive Vice President and Provost
4. Entry to Entry to LionPATH Update Academics and Degree Audit Analysis
5. Notification of Approval
6. Sync with University Bulletins

Identifying Figures in the Arts and Architecture Workflow

1. Unit Curricular Committee (or equivalent)
2. Unit Head
3. Senate Committee on Curricular Affairs (SCCA) Representative for the College of Arts and Architecture (You can identify the current representative via this page: <https://senate.psu.edu/senators/standing-committees/curricular-affairs/members/> )
4. Associate Dean of Academic Affairs, (<https://arts.psu.edu/facilities/academic-affairs-outreach/> ) 814.865.9523
5. Undergraduate Curricular Affairs Committee (Includes representatives from each unit and the SCCA. Contact the Dean of Academic Affairs office, above, for specifics.)
6. Associate Deans from any additional units teaching the course.
7. Senate: Administrative Council on Academic Education (ACUE) (<https://undergrad.psu.edu/administrative-council-undergraduate-education-acue> )

**Curricular Action 4**

*Change a major, minor, option, or program*

Information on the University Faculty Senate Course Procedures for changing a major, minor, option or program can be found here: <https://senate.psu.edu/curriculum/guide-to-curricular-procedures/baccalaureate-degree-curriculum/>

**Step 1: Discuss with your Department Head**

* How will changing this major, minor, option, or program support the University’s commitment to curricular integrity and to disciplinary unity?
* How will changing the 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.
* If the proposal is for World Campus delivery, contact the Assistant Dean for Digital Learning.

**Step 2: Obtain a General Consensus**

* Present your idea of changing a 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: <https://senate.psu.edu/curriculum/guide-to-curricular-procedures/glossary/#consultation>).
* This is a preliminary, pre-proposal consultation, so you needn’t wait for responses from all affected parties.
* Retain all email correspondence.
* Your Department Head or Director will be a useful resource at this stage, the office of the Associate Dean for Academic Affairs can also provide guidance.

**Step 3: Submit a Prospectus**

As stated on <https://cim.psu.edu/> :

A prospectus is required for all undergraduate program proposals. For graduate program proposals, a prospectus is only required for new graduate programs or extending an existing graduate program to online delivery. A new prospectus proposal can be completed from the [CIM Prospectus Management dashboard](https://psu-next.courseleaf.com/prospectusadmin). Instructions on how to complete the prospectus form are found in the [Prospectus Management User Guide](https://cim.psu.edu/user-guides/prospectus-management/).

* The prospectus will be submitted to ACUE by the Associate Dean of Academic Affairs.
* The prospectus should be submitted and approved before the program proposal form is submitted to workflow for approval. However, you can begin work on the program proposal form in CIM while the prospectus is being reviewed. The work completed on the program proposal form can be saved and returned to in the CIM Program Management system.
* ACUE Curricular Program Prospectus forms can be viewed here: <https://senate.psu.edu/curriculum/acue-curricular-program-prospectus-forms/>

**Step 4: Prepare a Program Proposal through the Curriculum Inventory Management System (CIM)**

For instructions on proposing a changes to a program, see the following page from CIM Curricular Management System: <https://cim.psu.edu/user-guides/prospectus-management/?prospectus_type=Change#type-selection>

* Navigate to the Program Proposal Form
* Complete the Form

**Step 5: CIM begins the approval process**

The automated approval process in CIM is called the Workflow. Once you click the green Start Workflow Button, your proposal will begin this approval process. The CIM then takes you through all the following steps:

1. Workflow
2. Post-Approval
3. Authorization from Executive Vice President and Provost
4. Entry to LionPATH Update Academics and Degree Audit Analysis
5. Notification of Approval
6. Sync with University Bulletins

Identifying Figures in the Arts and Architecture Workflow

1. Unit Curricular Committee (or equivalent)
2. Unit Head
3. Senate Committee on Curricular Affairs (SCCA) Representative for the College of Arts and Architecture (You can identify the current representative via this page: <https://senate.psu.edu/senators/standing-committees/curricular-affairs/members/> )
4. Associate Dean of Academic Affairs, (<https://arts.psu.edu/facilities/academic-affairs-outreach/> ) 814.865.9523
5. Undergraduate Curricular Affairs Committee (Includes representatives from each unit and the SCCA. Contact the Dean of Academic Affairs office, above, for specifics.)
6. Associate Deans from any additional units teaching the course.
7. Senate: Administrative Council on Academic Education (ACUE) (<https://undergrad.psu.edu/administrative-council-undergraduate-education-acue> )

**Curricular Action 5**

*Move to or Discontinue a Major, Minor, Option, or Program at given Campus*

**Step 1: Discuss within the Unit**

* The process for moving, sharing, or discontinuing an academic program or minor among colleges and campuses should begin in the academic unit and adhere to the processes required by that unit.

**Step 2: Obtain Preliminary Consultation**

* Preliminary college and disciplinary consultation and consultation between appropriate campus chancellor(s) and Vice President for Commonwealth Campuses, World Campus, or Continuing Education should be obtained at least one year in advance of the desired changes.

**Step 3: Submit a Prospectus**

As stated on <https://cim.psu.edu/> :

A prospectus is required for all undergraduate program proposals. For graduate program proposals, a prospectus is only required for new graduate programs or extending an existing graduate program to online delivery. A new prospectus proposal can be completed from the [CIM Prospectus Management dashboard](https://psu-next.courseleaf.com/prospectusadmin). Instructions on how to complete the prospectus form are found in the [Prospectus Management User Guide](https://cim.psu.edu/user-guides/prospectus-management/).

* The prospectus will be submitted to ACUE by the Associate Dean of Academic Affairs.
* The prospectus should be submitted and approved before the program proposal form is submitted to workflow for approval. However, you can begin work on the program proposal form in CIM while the prospectus is being reviewed. The work completed on the program proposal form can be saved and returned to in the CIM Program Management system.
* ACUE Curricular Program Prospectus forms can be viewed here: <https://senate.psu.edu/curriculum/acue-curricular-program-prospectus-forms/>

**Step 4: Prepare a Program Proposal through the Curriculum Inventory Management System (CIM)**

Upon receipt of ACUE prospectus deliberation and written response, the college may begin developing a formal P-3 proposal.

For information on the process and required elements of a P-3 proposal, refer to the following page from the Academic Administrative Policies and Procedures Manual: <https://undergrad.psu.edu/aappm/P-3-moving-sharing-discontinuing-degree-programs-among-colleges-campuses.html>

* The proposal will be submitted by the College Dean (University Park) or the Vice President of Commonwealth Campuses to Office of Undergraduate Education.

**Step 5: CIM begins the approval process**

The automated approval process in CIM is called the Workflow. Once you click the green Start Workflow Button, your proposal will begin this approval process. The CIM then takes you through all the following steps:

1. Workflow
2. Post-Approval
3. Authorization from Executive Vice President and Provost
4. Entry to LionPATH Update Academics and Degree Audit Analysis
5. Notification of Approval
6. Sync with University Bulletins

The Provost is responsible for administratively authorizing the moving, sharing, and discontinuance of academic sponsorship of existing degree programs for all colleges and campuses. The University Faculty Senate does not take part in this authorization.

**Step 6: Year Four Probationary Review**

Four years after a program has been authorized for delivery by an additional campus/college or through World Campus or Continuing Education through a P-3 process, a program review will be conducted.

Information on the nature of this review can be found here: <https://undergrad.psu.edu/aappm/P-3-moving-sharing-discontinuing-degree-programs-among-colleges-campuses.html>

**Curricular Action 6**

*Close an academic program*

**Step 1: Identify Effected Communities**

* The process for closing an academic program or minor at colleges and campuses should begin in the academic unit and adhere to the processes required by that unit.
* Identify the units and faculty that share your curriculum (at University Park and the Commonwealth campuses) or that might otherwise be affected by this change.

**Step 2: Obtain a General Consensus**

* Present the close of this academic 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: Submit a Prospectus**

As stated on <https://cim.psu.edu/> :

A prospectus is required for all undergraduate program proposals. For graduate program proposals, a prospectus is only required for new graduate programs or extending an existing graduate program to online delivery. A new prospectus proposal can be completed from the [CIM Prospectus Management dashboard](https://psu-next.courseleaf.com/prospectusadmin). Instructions on how to complete the prospectus form are found in the [Prospectus Management User Guide](https://cim.psu.edu/user-guides/prospectus-management/).

* The prospectus will be submitted to ACUE by the Associate Dean of Academic Affairs.
* The prospectus should be submitted and approved before the program proposal form is submitted to workflow for approval. However, you can begin work on the program proposal form in CIM while the prospectus is being reviewed. The work completed on the program proposal form can be saved and returned to in the CIM Program Management system.
* ACUE Curricular Program Prospectus forms can be viewed here: <https://senate.psu.edu/curriculum/acue-curricular-program-prospectus-forms/>

**Step 4: Prepare a Program Proposal through the Curriculum Inventory Management System (CIM)**

P-4 proposals are the basis of Administrative and University Faculty Senate curricular approval and are used to close an academic program or minor from the university. For information on the process and required elements of a P-4 proposal, refer to the following page from the Academic Administrative Policies and Procedures Manual: <https://undergrad.psu.edu/aappm/P-4-academic-program-minor-closure.html>

For instructions on preparing a proposal for program closure, see the following page from CIM Curricular Management System: <https://cim.psu.edu/user-guides/program-management/drop-program/>

* Navigate to the Program Proposal Form
* Complete the Form

**Step 5: CIM begins the approval process**

The automated approval process in CIM is called the Workflow. Once you click the green Start Workflow Button, your proposal will begin this approval process. The CIM then takes you through all the following steps:

1. Workflow
2. Post-Approval
3. Authorization from Executive Vice President and Provost
4. Entry to LionPATH Update Academics and Degree Audit Analysis
5. Notification of Approval
6. Sync with University Bulletins

Identifying Figures in the Arts and Architecture Workflow

1. Unit Curricular Committee (or equivalent)
2. Unit Head
3. Senate Committee on Curricular Affairs (SCCA) Representative for the College of Arts and Architecture (You can identify the current representative via this page: <https://senate.psu.edu/senators/standing-committees/curricular-affairs/members/> )
4. Associate Dean of Academic Affairs, (<https://arts.psu.edu/facilities/academic-affairs-outreach/> ) 814.865.9523
5. Undergraduate Curricular Affairs Committee (Includes representatives from each unit and the SCCA. Contact the Dean of Academic Affairs office, above, for specifics.)
6. Associate Deans from any additional units teaching the course.
7. Senate: Administrative Council on Academic Education (ACUE) (<https://undergrad.psu.edu/administrative-council-undergraduate-education-acue> )

**Curricular Action 7**

*Add, Change, or Drop a course*

**Step 1: Discuss with your Department Head**

The process for adding, changing, or dropping a course begins with discussion in the academic unit and must adhere to the processes required by that unit. Consideration should be given to how adding or changing the course supports a major, minor, or general education curriculum.

**Step 2: Submit Proposal**

Information on the University Faculty Senate Course Procedures for adding, changing, or dropping a course can be found here: <https://senate.psu.edu/curriculum/guide-to-curricular-procedures/baccalaureate-degree-curriculum/#course_adds>

Instructions for these curricular actions can be found the following pages from CIM Curricular Management System:

* [How to Propose a New Course](https://cim.psu.edu/user-guides/course-management/add-course/)
* [How to Propose and Edit to a Course](https://cim.psu.edu/user-guides/course-management/edit-course/)
* [How to Propose to Drop a Course](https://cim.psu.edu/user-guides/course-management/drop-course/)
* [How to Format Prerequisites, Concurrents, and Corequisites](https://cim.psu.edu/user-guides/course-management/prerequisites-concurrents-corequisites/)

If this is a Gen Ed course (including the Gen Arts domain), review the University Faculty Senate Course Procedures for the General Education Component: <https://senate.psu.edu/curriculum/guide-to-curricular-procedures/baccalaureate-degree-curriculum/#ge>

* Updates to the learning objectives and domain criteria can be found at the Office of General Education: <https://gened.psu.edu/updated-learning-objectives-and-foundation-and-domain-criteria>

**Step 3: CIM begins the approval process**

The automated approval process in CIM is called the Workflow. Once you click the green Start Workflow Button, your proposal will begin this approval process. The CIM then takes you through all the following steps:

1. Workflow
2. Post-Approval
3. Authorization from Executive Vice President and Provost
4. Entry to LionPATH Update Academics and Degree Audit Analysis
5. Notification of Approval
6. Sync with University Bulletins

Identifying Figures in the Arts and Architecture Workflow

1. Unit Curricular Committee (or equivalent)
2. Unit Head
3. Senate Committee on Curricular Affairs (SCCA) Representative for the College of Arts and Architecture (You can identify the current representative via this page: <https://senate.psu.edu/senators/standing-committees/curricular-affairs/members/> )
4. Associate Dean of Academic Affairs, (<https://arts.psu.edu/facilities/academic-affairs-outreach/> ) 814.865.9523
5. Undergraduate Curricular Affairs Committee (Includes representatives from each unit and the SCCA. Contact the Dean of Academic Affairs office, above, for specifics.)
6. Associate Deans from any additional units teaching the course.
7. Senate: Administrative Council on Academic Education (ACUE) (<https://undergrad.psu.edu/administrative-council-undergraduate-education-acue> )

**Curricular Action 8**

*Offer a One-Time Course*

A one-time course is used when a unique one-time opportunity arises for course instruction or as an exploratory step in new course development. The simplest way to offer a one-time course is to create a Special Topics course. The Undergraduate Bulletin describes a Special Topics course and the relevant common course numbers as:

**Special Topics 97, 197, 297, 397, 497; 98, 198, 298, 398, 498.** 1-9 credits. Formal courses given infrequently to explore, in depth, a comparatively narrow subject that may be topical or of special interest. Several different topics may be taught in one year or semester. A specific title may be used in each instance and will be entered on the student's transcript.

The process for offering a Special Topics or One-Time course is:

**Step 1. Consult Department Head or Unit Curriculum Committee**

* Obtain permission from the Department Head or Head of unit Curriculum Committee
* Obtain Form from unit staff in charge of registration and course scheduling
* Alternatively, the form can be found at <https://senate.psu.edu/curriculum/one-semester-titles-request-form/>
* Complete form, including course number and requested credit amount, and submit to unit staff in charge of registration and course scheduling. If on-line form is used, click Submit button
* The form will be forwarded by the staff in charge of scheduling, or by the on-line system, to the College of Arts and Architecture Associate Dean for Academic Affairs

**Step 2. Associate Dean Approval**

* After Approval is granted by Associate Dean, the unit staff in charge of registration and course scheduling can add the course to the schedule
* Students can now register for the course