

Brief Guide to New Graduate Course Proposals
College of the Liberal Arts
July 13, 2020

For information on all graduate curricular proposal requirements, see

- [Overview of the Graduate Council Curricular Review Process](#)
- [Graduate Course Proposal Submission](#)

1. Overview

All graduate course proposals at the 500, 600, and 800 level must be initiated online through the University's Curriculum Review and Consultation System (CRCS) (<https://curriculum.psu.edu>). All consultation must be obtained via CRCS. Hardcopy submissions of graduate course proposals are not required at any point during the review process.

After a new proposal has been approved by the Dean of the Graduate School (see e.g. Work Flow Chart in Section 3 below), it will be included on the next meeting agenda of the Graduate Council Joint Curricular Committee (GCJCC). After each monthly meeting, the Committee provides feedback on the proposal, which are directly entered into the course proposal materials submitted online through CRCS. A response by the proposer(s) of the course is required via CRCS.

After approval by the GCJCC, course proposals are published in the Graduate Council Curriculum Report; a 30-day comment period follows publication. New courses are effective the semester following the expiration of the comment period. The timing of when course changes can be effective is determined by the Registrar's office based on the timetable for scheduling courses.

2. Submission Process

The follow materials represent required content that must be included in new course proposal submissions:

- **Consultants:** Names and UserIDs of requested consultants to review this course proposal
 - College Admin Consultants (if applicable)
 - Peer Consultant Group
 - Faculty Consultants
- **Proposed Bulletin Listing:**
 - Abbreviation
 - Number
 - Title
 - Abbreviated title
 - Credits
 - Description
 - Prerequisites
 - Concurrent courses
 - Cross listings
- **Course outline**

- A brief outline of the course content (ca. 500 words)
- A listing of the major topics to be covered with an appropriate length of time allotted for their discussion; this usually, but is not required, to take the form of a sample syllabus in weekly increments
- A brief (up to 400 words) description of the course
- The name(s) of the faculty member(s) responsible for the development of the course
- **Justification statement**
 - Instructional, educational, and course objectives
 - Evaluation methods
 - Relationship/Linkage of course to other pre-existing courses
 - Relationship of course to major, option, minor, or general education
 - Description of any special facilities
 - Frequency of offering and enrollment
 - Effective date

A sample course propose with suggestions and guidelines can be found here:
<http://gradschool.psu.edu/faculty-and-staff/faculty/graduate-course-proposal-submission/?mobileFormat=false> .

3. Review Process

Once the course proposal has been electronically submitted, the proposal will be passed along to the Graduate College. This will initiate the consultation and review process. The review process will proceed according to the following steps. The faculty responsible for submitting the course proposal can check the progress of their proposal at any time during the process at:

<https://curriculum.psu.edu/myProposals.aspx>

Workflow Steps:

1. New Proposal
2. Consultation
3. College Administrator Review
4. Head of Department
5. College/School Representative to the Graduate Council Subcommittee on New and Revised Programs and Courses
6. Dean of the College
7. Vice President of the Commonwealth Campuses (if needed)
8. Review on Behalf of the Dean of the Graduate School
9. Feedback from the Graduate Council Joint Curricular Committee
10. Final Confirmation

Throughout Steps 1-8, those parties responsible for reviewing the proposal have three options:

- Approve the proposal in its current form
- Request minor revisions
- Request major revisions

When revisions are requested, the faculty member(s) responsible for submitting the course proposal will be notified via email and will have the opportunity to amend and address these pending issues. In the case of minor revisions, the proposal will return to the reviewer who requested the revisions.. When major revisions are requested, the proposal must pass through all of the required work flow steps again.

As outlined above, once approved at Steps 1-8, the course proposal will be discussed and voted on at the monthly meeting of the Graduate Council Joint Curricular Committee (GCJCC). The Committee will vote on the proposal, with one of the following outcomes: (1) Approve, (2) Tentatively approved with minor changes (3) Changes need to be reviewed again by either the committee co-chairs or the full committee, or (4) Not approved. The comments and suggestions provided by the GCJCC will be provided via the CRCS system.