### PSU New Program Approval Process, with Deadlines For Catalog Inclusion Indicated

**Department/ School Curriculum Committee**
- Submit new program proposals (plus External Review for graduate prgms) (electronic version +signed original)
- Deadline to make next catalog: to OAA 11/15

**Office of Academic Affairs**
- Review & forward to appropriate committee(s)
- Turnaround Goal: 1 week
- Deadline to make next catalog: to UCC/GC 11/30

**Undergraduate Curriculum Committee**
- Committee review process
- Turnaround: 6-10 weeks depending on volume
- Deadline to make next catalog: to FSSC early Feb.

**Graduate Council**
- Committee review process
- Turnaround: 6-10 weeks depending on volume
- Deadline to make next catalog: to FSSC early Feb.

**Faculty Senate**
- UCC & GC Chairs meet with FSSC 2nd week of month to set FS agenda
- Deadline to make next catalog: to FSSC early Feb.
- Faculty Senate Meeting 1st Monday of month
- Deadline to make next catalog: March Meeting.

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**WARNING:** Department/College curriculum committee deadlines are much earlier; always check with your unit for its deadlines!

**WARNING:** Prompt responses to questions from the UCC or GC are required in order to move the approval process forward. Delayed responses could result in missing the publishing deadline.

### Instructions for Program Approval

- To be eligible to appear in the annual online PSU Bulletin **NEW** program proposals must:
  - Be submitted for **External Review** (Graduate programs only) **before** submission to OAA,
  - Be submitted to the Office of Academic Affairs (OAA) by **mid-November**,
  - Be reviewed & approved at the **March** Faculty Senate meeting (or earlier).

- New program proposals approved at the April, May, and June Senate meetings may be effective for the following academic year but will **NOT** appear in the online PSU Bulletin until the following year.

- UCC and GC will give priority to new program proposals submitted to OAA by the 11/15 deadline.

- The curricular review process is complex, and therefore proposals with missing or contradictory information cannot be assured inclusion in the desired academic year Bulletin. Degree proposals go to the Provost’s office for further action, including review by the PSU Board of Trustees, the Provosts’ Council, and the Higher Education Coordinating Commission.

- New minors, undergraduate certificates, and graduate certificates are reviewed by department/school curriculum committees, the UCC, the Grad Council, the PSU Faculty Senate and the provost only. No further review is required.

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