**Course Change Proposal**

**Instructions:** Course change proposals are routed and vetted internally before official submission. This form is for internal review. After completing this form, you should email it to the following (3) individuals: your department head, undergraduate/graduate coordinator, and your departmental staff (in INTL: Bill Zachmann, in PADP: Melody Herrington, in POLS: Amanda Sandoval).

Once feedback has been received, the departmental staff contact will initiate the course change proposal in CAPA and separately email this form (including any revisions based on feedback) to SPIA for curriculum review (Paul Welch, John Maltese, and Susan Haire). Pay careful attention to deadlines. There are only two cycles for proposal review; if you miss a date, approval will be delayed by an entire semester. If you have a cross listed course or a course with a suffix, the process may require approval by others. You will need to alert Paul Welch and your departmental staff if any of these unusual circumstances apply.

CAPA is the online course approval system. Course proposals cannot be entered into CAPA until they have been internally reviewed (see above). Once initiated in CAPA by departmental staff, the proposal is routed first to the undergraduate/graduate coordinator and then to the department head. Once the department head has signed off, the proposal is routed to the SPIA Dean’s office where it is processed by Paul Welch, reviewed by the SPIA Curriculum Committee (chaired by Susan Haire), and then signed off by Associate Dean Maltese or Dean Auer before review by the University Curriculum Committee.

Please feel free to contact any of the SPIA curriculum review contacts if you have any questions about this process.

Proposals must be signed off in CAPA by the department head by mid-January for fall course scheduling and by late July for the following spring/summer courses.

**Part I: Please identify the course to be revised by course prefix and number**

1. Course Prefix & Number (for example, POLS 4740)
2. If cross-listed with a non-SPIA department, please indicate here:
3. Do any of the following apply to the course?

Honors (H)?

Online course (E)?

Service learning course (S)?

Experiential learning requirement? (ELR)

**Part II: Please describe the proposal change to this course**

**Part II: If possible, in narrative form please offer a brief rationale to this change**