



New Course and Course Change Proposal Guidelines

The following information is a primer for the new course and course change approval process within SPIA.

Course proposals are routed and vetted internally before official submission. There are two types of course proposals with corresponding forms: new courses and course changes. The SPIA New Course Proposal Form is used to propose a new course which does not already exist. The SPIA Course Change Proposal Form is used to propose changes to an extant course (for example, to alter a course title or make a pre-requisite change).

After completing the appropriate 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 for dean's staff review, John Maltese for dean's review, and Susan Haire for the curriculum committee). Pay careful attention to deadlines. As of fall 2019 there is only one cycle for proposal review; if you miss deadlines, approval will be delayed by an entire year. If you have a cross listed course or a course with a suffix (an online, service-learning, honors, or writing/research intensive course), the process may require approval by others. You will need to reach out to the cross-listed department, as well as 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 as 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 or Dean 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 a course to be scheduled in the following academic year. In rare cases, summer courses can gain temporary approval, but those proposals should complete SPIA review by the beginning of the previous fall term for the best chance at approval by UCC.