



SPIA Curriculum Committee Timelines for New Course Proposals

There is a single cycle for review of proposals for new courses and course changes. Faculty should plan on developing and finalizing their course proposals in sufficient time for internal review given the deadlines below (these are SPIA deadlines; faculty should consult their department as they will have earlier departmental due dates).

1. January 18th deadline for completed departmental internal review with email submission of the proposal and any internal review materials to SPIA
2. January 25th: deadline for new course or course change proposal to be entered by departmental staff into CAPA system
3. February 3rd : deadline for completed departmental CAPA review (SPIA cannot review proposals that have not been signed off in CAPA by department head and coordinators)