



UNIVERSITY OF GEORGIA

College of Environment and Design

New Course Proposal, Course Revisions, or Change in Your Course Schedule

1. If a faculty member would like to propose a new course or revise a course, please discuss your ideas with the Program Coordinator. Course changes and proposals should be reviewed by appropriate curriculum committees.
2. The faculty member will need to complete a CAPA form <https://capa.uga.edu/> Submit to the appropriate PC and indicate if this should continue for general education approval, including area of focus.
3. Deadlines for submitting to CAPA can be found <https://capa.uga.edu/> (typically the first week of February prior to the AY)
4. Once approved through CAPA, please make sure that the program coordinator and graduate program administrator are aware, so the class be added to the course schedule and uploaded to Banner.
 - For electives, faculty should develop a flyer/brochure for marketing, send to PCs and advisors/administrators for marketing.

Changes to your course schedule will need to be approved by the Program Coordinator and Associate Dean.

What happens if I miss a deadline? If a proposal or change is not submitted on time, faculty will resume teaching current courses and/or course loads consistent with their responsibilities.

What happens if my course doesn't make due to low enrollment?

If an elective doesn't make for more than two years, it will be removed from the schedule

<https://reg.uga.edu/faculty-and-staff/course-scheduling/section-cancellation-requests/>.

Faculty whose electives don't make should be prepared to teach an increased course load within a year of the cancelled course or take on another administrative role.