



# UNIVERSITY OF GEORGIA

## College of Environment and Design

### How to Submit a New Course Proposal or Request a Change in Your Course Schedule

1. If a faculty member would like to propose a new course, revisions to a course or a change in their course schedule, the faculty member needs to discuss it with the appropriate Program Coordinator (PC) first.
2. The Program Coordinator will consult with the Associate Dean regarding faculty credit hour production and current course scheduling
  - If proposal or changes impact other programs, notify those PCs and discuss possible solutions
  - Proposal and changes should be reviewed by the appropriate program curriculum committee
3. Once approved, the faculty member will fill out the CAPA form <https://capa.uga.edu/> and submit to the appropriate PC, as needed
  - Indicate whether this should also be submitted to the general education curriculum committee
  - Proposals for the following AY are submitted to the PC by the first Monday in October of the prior year.
4. PC indicates changes on Leah's change form. Leah updates internal course schedules
5. PC or Program Administrator submit proposal to CAPA and/or Gen Ed. by deadlines <https://capa.uga.edu/> (usually the first week of February)
  - For electives, faculty should develop a flyer/brochure for marketing, send to PCs and PAs for in house posting or posting to advisor's list serv.
6. The Program Administrator uploads to banner when the new course is scheduled to be offered

**What happens if I miss a deadline?** If a proposal or change is not submitted on time, faculty will resume teaching current courses the following year

#### **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.