### Steps to Initiate and Submit a New Course Proposal

<table>
<thead>
<tr>
<th>Step</th>
<th>Deadlines (by semester course offered)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor notifies the relevant Program Director or Specialization Head (PDSH) of plan to develop new course</td>
<td>Summer: Nov. 1</td>
</tr>
<tr>
<td><strong>PDSH checks course development pipeline to verify that a similar course is not already being designed</strong></td>
<td>Summer: Nov. 1</td>
</tr>
<tr>
<td><strong>PDSH submits instructor's new course idea to PDSH course development pipeline form</strong></td>
<td>Summer: Nov. 1</td>
</tr>
<tr>
<td>PDSH follows approval process at specialization level</td>
<td>Summer: Nov. 15</td>
</tr>
<tr>
<td>PDSH tells instructor to send them: 1) syllabus, using Syllabus Template 2) a CV 3) answers to the questions on New Course Proposal Form</td>
<td>Summer: Nov. 20</td>
</tr>
<tr>
<td>PDSH attends Wagner program/specialization curriculum planning meetings to discuss course scheduling, staffing, overlap, enrollment</td>
<td>Summer: Nov. (various)</td>
</tr>
<tr>
<td><strong>PDSH submits New Course Proposal Form (with instructor's CV, syllabus, and answers to questions)</strong></td>
<td>Summer: Dec. 1</td>
</tr>
<tr>
<td>PDSH Committee approves/denies via online voting process</td>
<td>Summer: Dec. 5-12</td>
</tr>
<tr>
<td>PDSH Committee member informed by PDSH Administrative Aide of compiled feedback from course voting process</td>
<td>Summer: Dec. 13</td>
</tr>
<tr>
<td>PDSH Committee discusses courses flagged for further review at final PDSH meeting of semester</td>
<td>Summer: Dec. 15</td>
</tr>
<tr>
<td><strong>PDSH iterates compiled feedback with instructor and ensures the course(s) is modified accordingly. PDSH updates resolution on spreadsheet.</strong></td>
<td>Summer: January</td>
</tr>
<tr>
<td>Per NYU Registrar, Wagner must enter courses in Albert</td>
<td>Summer: Jan. 5</td>
</tr>
<tr>
<td>Students begin registering for classes in Albert</td>
<td>Summer: early February</td>
</tr>
</tbody>
</table>

*Please submit the New Course Pipeline Development form at any time but no later than the deadline. This form allows Program Directors and Specialization Heads to know which courses are being developed to increase coordination and reduce overlap of offerings.*