

Steps to Initiate and Submit a New Course Proposal	Deadlines (by semester course offered)		
	Summer	Fall	Spring
Instructor notifies the relevant Program Director or Specialization Head (PDSH) of plan to develop new course	Nov. 1	Nov. 1	April 1
<u>PDSH checks course development pipeline to verify that a similar course is not already being designed</u>	Nov. 1	Nov. 1	April 1
<u>PDSH submits instructor's new course idea to PDSH course development pipeline form*</u>	Nov. 1	Nov. 1	April 1
PDSH follows approval process at specialization level	Nov. 15	Nov. 15	April 15
<u>PDSH tells instructor to send them: 1) syllabus, using Syllabus Template 2) a CV 3) answers to the questions on New Course Proposal Form</u>	Nov. 20	Nov. 20	April 20
PDSH attends Wagner program/specialization curriculum planning meetings to discuss course scheduling, staffing, overlap, enrollment	Nov. (various)	Nov. (various)	April (various)
<u>PDSH submits New Course Proposal Form (with instructor's CV, syllabus, and answers to questions)</u>	Dec. 1	Dec. 1	April 23
PDSH Committee approves/denies via online voting process	Dec. 5-12	Dec. 5-12	April 26-May 3
PDSH Committee member informed by PDSH Administrative Aide of compiled feedback from course voting process	Dec. 13	Dec. 13	May 4
PDSH Committee discusses courses flagged for further review at final PDSH meeting of semester	Dec. 15	Dec. 15	May 7
<u>PDSH iterates compiled feedback with instructor and ensures the course(s) is modified accordingly. PDSH updates resolution on spreadsheet.</u>	January	January	May
Per NYU Registrar, Wagner must enter courses in Albert	Jan. 5	Jan. 31	Sept. 5
Students begin registering for classes in Albert	early February	mid-April	mid-November

*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.