

Steps to Initiate and Submit a New Course Proposal	Deadlines (by semester course offered)		
	Summer	Fall	Spring
Faculty member discusses and obtains approval for the new course from the relevant Program Director or Specialization Head (PDSH)	Nov. 1	Nov. 1	April 1
Faculty member prepares syllabus (using syllabus template) and PDSH follows approval process at specialization level	Nov. 15	Nov. 15	April 15
PDSH attends Wagner program/specialization curriculum planning meetings to discuss course scheduling, staffing, overlap, enrollment	Nov. (various)	Nov. (various)	April (various)
PDSH Committee votes on and discusses new course proposal	Dec. 5-12	Dec. 5-12	April 26-May 3
PDSH provides faculty member with committee feedback on new syllabus	Dec. 15	Dec. 15	May 7
Faculty member updates the syllabus with PDSH feedback	Jan. 5	Jan. 31	Sept. 5