



UNIVERSITY OF
GEORGIA

University Council

September 11, 2026

UNIVERSITY CURRICULUM COMMITTEE – 2026-2027

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Graduate Student Representative – Samuel Siaw

Dear Colleagues:

The attached proposal to revise Policy 01.04.005, Course Approval Process, will be an agenda item for the September 18, 2026, Full University Curriculum Committee meeting.

Sincerely,

Rodney Mauricio, Chair

cc: Interim Provost Ron Walcott

Dr. Marisa Anne Pagnattaro

Proposal to Revise Policy 01.04.005, Course Approval Process

Background

At the University of Georgia, all new courses and course changes are submitted through the CAPA (Course Approval Process Automation) system. CAPA routes course proposals through an electronic workflow for review and approval by faculty at the department, school/college, and University Curriculum Committee levels. This process follows Policy 01.04.005, Course Approval Process.

Proposed Change

Under the current policy, all course changes are required to follow the full approval routing process, regardless of the nature or scope of the proposed change. However, certain changes are administrative or otherwise minor and do not warrant review through the full approval process.

In addition, CAPA is now being used to facilitate the submission of courses for consideration to satisfy the General Education Core Curriculum and/or Institutional Competencies. These submissions require review by the corresponding subcommittee of the University Curriculum Committee rather than the full committee.

To reduce administrative burden, streamline the time required for approval, and ensure that course proposals are reviewed by the appropriate approvers, this revision proposes an expedited approval process for course changes that meet specified criteria. The expedited process would allow minor changes to be reviewed and approved through a more efficient routing process while maintaining appropriate academic oversight.

Concurrently, the policy is being reorganized and revised to align its structure and format with other Academic Affairs policies. These revisions will improve consistency, clarity, and ease of use while reflecting the current course approval process and the expanded use of CAPA.

Current Policy

Policy 01.04.005, Course Approval Process

Proposals to create new courses or propose course changes must follow the approval process in the online course approval process system (CAPA). A proposal should initiate with the faculty in the department qualified in the field of the discipline of the course. A new course or course change proposal requires review and approval by the department head. After approval by the department head, proposals are submitted to the school or college for consideration and approval by the school/college curriculum committee and dean. After approval by the dean of the school or college, proposals are submitted to the Office of the Vice President for Instruction for review. Graduate courses are submitted to the Graduate School for consideration and approval by the Graduate School Curriculum Committee before being submitted to the Office of the Vice President for Instruction for review. The Office of Curriculum Systems in the Office of the Vice President for Instruction reviews the proposal to ensure that the requested revisions are in compliance with University and Board of Regents policies and submits the proposals to the University Curriculum Committee for consideration. After approval by the University Curriculum Committee, the new and revised courses are included in the online Bulletin. Requests to include new or revised courses in undergraduate and graduate programs must follow the Program Curriculum Process.

Courses required for the Doctor of Medicine (M.D.) program are exempt from this policy and should follow the approval process defined by the School of Medicine.

Proposed Policy

Policy 01.04.005, Course Approval Process

1. Policy

- a. Proposals to create new courses or propose course changes must originate with the faculty in the department qualified in the field of the discipline of the course.
- b. New course and course change proposals follow the approval process in the online course approval process system (CAPA).
- c. The Office of Instruction reviews all course proposals to ensure requested revisions are in compliance with University and Board of Regents' policies.
- d. Requests to include new or revised courses in undergraduate and graduate programs must follow the Program Curriculum Process.

2. Procedure

Proposals for new courses or course changes should be routed through the following approval process in the online course approval process system (CAPA):

- i. Faculty of the academic unit
- ii. Department Head or Director of the academic unit
- iii. Department(s) of Cross-Listing(s) (if applicable)
- iv. Honors College (if course has an H suffix)
- v. Office of Service-Learning (if course has an S suffix)
- vi. School/College Curriculum Committee of the academic unit (if applicable)
- vii. Dean or Vice President of the academic unit
- viii. Office of Instruction (for review)
- ix. Graduate School Curriculum Committee (if a graduate-level course)
- x. Office of Instruction (for review)
- xi. University Curriculum Committee

New courses and course changes approved by the University Curriculum Committee are included in the next Bulletin.

3. Exceptions

a. Course changes meeting the following conditions will follow an abbreviated approval process:

- i. The only revised fields in CAPA are Semester Offered, Student Learning Outcomes, and/or Topical Outline.

In these instances, the course changes should be routed through the following approval process in the online course approval process system (CAPA):

- i. Faculty of the academic unit
- ii. Department Head or Director of the academic unit
- iii. Department(s) of Cross-Listing(s) (if applicable)
- iv. Honors College (if applicable)
- v. School/College Curriculum Committee of the academic unit (if applicable)

- vi. Dean or Vice President of the academic unit
- vii. Office of Instruction (for review)
- viii. Subcommittee of the University Curriculum Committee (as applicable)

b. Courses required for the Doctor of Medicine (M.D.) program are exempt from this policy and should follow the approval process defined by the School of Medicine.