Curriculum Process Timeline

- Proposals are prepared on the appropriate forms (forms are available at http://www.lehman.edu/college-senate/process.php)
- All proposals (and NYSED forms when required) must be submitted to the Office of Academic Affairs (OAA), Sophia.Diamantisfry@lehman.cuny.edu (See below for timeline for new program proposals.)
- OAA sends to either the Undergraduate Curriculum Committee (UCC) or the Graduate Studies Committee (GSC) and then distributes proposals to deans, department chairs and administrators for review prior to the UCC and/or GSC meetings.
- The UCC/GSC meeting schedules and deadlines are posted at: http://www.lehman.edu/collegesenate/undergraduate-curriculum.php and http://www.lehman.edu/college-senate/graduate-curriculum.php
- The Deans' offices are responsible for forwarding proposals to their School Curriculum Committees (SCC), where they are functioning, and for ensuring that all proposed curricula changes are indicated in department minutes.
- Upon approval by the UCC/GSC, proposals are sent for approval by the Senate.
- Upon approval by the Senate, proposals are submitted in Coursedog by OAA for CUNY approval either (Academic University Report Detail-AURD) for proposals that involve course proposals and program revisions that do not require NYSED approval) or for approval by the Board of Trustees (Committee on Education Policy (CEP) Curriculum and Academic Policy (CAP) Dashboard Report) for proposals that involve new and policy changes, new programs, approved General Education courses, and all changes that require NYSED approval.
- After Board of Trustees approval CUNY send proposals in the CEPCAP for approval by NYSED. Changes requiring NYSED approval cannot be implemented until NYSED approval is received.
- Once published on the CUNY website, updates are entered in the bulletins and CUNYFirst, and/or DegreeWorks.
- In general, for curriculum changes to take effect as of a particular semester, the changes must be approved by the opening of registration for that semester (so changes effective as of the fall semester must be approved by the prior April when registration for that fall semester begins; changes effective as of the spring semester must be approved by the prior November when registration for that spring semester), as the following table indicates.

UCC/GSC* Meetings	**Senate Approval**	**Reports Published**	**Registration**	**Effective**
September	October	November/December	April	Fall & Summer
October	November	January/February		
November	December	January/February		
December	February	April/May	November	Spring & Winter
February	March	April/May		
March	April	June		
April	May	October		
May	September	November/December		

New programs Timeline:

- Chair, program director sends new programs proposals which require Board of Trustees (BoT) approval to the CUNY Office of Academic Affairs (OAA). For detailed guidelines go to https://www.cuny.edu/academics/academic-programs/academic-program-resources/new-academic-programs/
- OAA submits proposal and Notice of Intent form found (link above) to Provost and Associate Provost for review and approval. Revisions may be requested.
- Once approved Notice of Intent form is sent by OAA to CUNY OAA who forward to all CUNY Colleges. They are given 30 days to comment.
- If Notice of Intent form is approved, the proposal is sent to GSC or UCC.
- Upon approval by the UCC or GSC, proposals are sent for approval by the Senate.
- Once approved by Senate, OAA submits signed proposal to CUNY OAA with required NYSED documents.
- CUNY OAA may request revisions.
- Upon approval CUNY OAA submits the new program proposal for review to the Committee on Education Policy (CEP) prior to approval by the Board of Trustees (BoT).
- Upon approval by the BoT, the OAA submits the proposal for approval by NYSED. NYSED may require revisions.
- Once approved by NYSED, the approval will appear in the (Committee on Education Policy (CEP) Curriculum and Academic Policy (CAP) Dashboard Report) Once posted in the CEPCAP, the program can be entered into the appropriate bulletin, CUNYFirst, DegreeWorks, etc. and can be advertised as open to accepting students.