

Curriculum Development – Timelines and Resources

1. Departments submit proposals and when required New York State Education Department (NYSED) documentation to Academic Programs and Educational Effectiveness (APEE) at least two weeks before the scheduled meetings of the Undergraduate Curriculum Committee (UCC, meeting schedule: <http://www.lehman.edu/college-senate/undergraduate-curriculum.php>) or Graduate Studies Committee (GSC, meeting schedule: <http://www.lehman.edu/college-senate/graduate-curriculum.php>).
2. The UCC and GSC submit approved proposals to APEE for the Lehman College Senate two weeks before scheduled Senate meetings (<http://www.lehman.edu/college-senate/schedule.php>).
3. Following Senate approval, APEE
 - a. Enters approved curricular changes that do not require Board of Trustees (BoT) approval into the Academic University Report Detail (AURD).
 - After publication of the AURD, APEE enters the updates into the undergraduate and graduate bulletins, and the Registrar enters the updates into CUNYfirst.
 - Changes go into effect at the beginning of the semester following publication in the AURD (beginning of the semester defined as start of registration for that semester).
 - b. Submits changes requiring NYSED approval into the Committee on Academic Policy, Programs, and Research (CAPPR) Dashboard Report and Committee on Academic Policy, Programs, and Research (CAPPR) Report Detail.
 - After BoT approval, the OAA submits proposed changes to NYSED (NYSED's approval process takes at least two to three months or longer).
 - Upon approval by NYSED, APEE enters the updates in the undergraduate and graduate bulletins and the Registrar enters the updates into CUNYfirst.
 - Changes go into effect at the beginning of the semester following NYSED approval (beginning of the semester defined as start of registration for that semester).
 - c. Submits new programs proposals requiring Board of Trustees (BoT) approval to the CUNY Office of Academic Affairs (OAA).
 - APEE submits draft proposal to OAA prior to GSC or UCC review. Once approved by OAA, APEE circulates proposal to GSC or UCC.
 - Once approved by Senate, APEE submits to OAA with NYSED document.
 - OAA submits new programs for review to the Committee on Academic Program, Policy, and Research (CAPPR) prior to approval by the Board of Trustees (BoT). (CAPPR and BoT meeting schedule:
 - Upon approval by the BoT, the OAA submits the proposal for approval by NYSED.

<https://www.cuny.edu/academics/academic-programs/academic-program-resources/https-www-cuny-edu-academics-academic-programs-academic-program-resources-academic-reports-oaa-deadline-calendar/>

- Upon approval by NYSED, APEE enters curricular forms consisting of the admission and program requirements of the new program, and new courses into the Academic University Report Detail (AURD).
- After publication of the AURD, APEE enters the updates into the undergraduate and/or graduate bulletins, and the Registrar enters the updates into CUNYfirst.
- Changes go into effect at the beginning of the semester following NYSED approval (beginning of the semester defined as start of registration for that semester).

APEE: Lehman College, Academic Programs and Educational Effectiveness: Contact: Sophia Diamantis-Fry; Email: Sophia.DiamantisFry@lehman.cuny.edu

AURD: Academic University Report Detail

BoT: CUNY Board of Trustees

CAPPR: Committee on Academic Policy, Programs, and Research (CAPPR) Dashboard Report and Committee on Academic Policy, Programs, and Research (CAPPR) Report Detail

GSC: Lehman College - Graduate Studies Committee

NYSED: New York State Education Department

OAA: CUNY Office of Academic Affairs

UCC: Lehman College - Undergraduate Curriculum Committee

Resources:

Lehman College: <http://www.lehman.edu/college-senate/process.php>

CUNY Central Academic Programs Resources: <https://www.cuny.edu/academics/academic-programs/academic-program-resources/>

The Academic Reports: <https://www.cuny.edu/academics/academic-programs/academic-program-resources/academic-reports/>