Curriculum Handbook

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Contents

Overview

This section presents an overview of the curricular change process and addresses specific issues that should be kept in mind when considering specific changes. The next section contains instructions for making specific types of changes and an annotated example of the form required for each type of change.

The process of curricular change can seem challenging and incredibly slow. However, there is some method to this seeming madness: Curricular changes should be well considered and thought through. No one likes to find changes producing "unexpected consequences" that diminish enrollments, confuse advisors/graduation specialists, or even delay students' graduations. Thinking through curricular changes should take some time and effort, and perhaps even consultation with members of other departments or of the appropriate Senate committees (Undergraduate Curriculum, UCC, or Graduate Studies, GSC, Committee).

Once proposals are developed, then there is the approval process. Courses and programs belong not only to individual programs/departments, but also to the college, university, and ultimately, New York State. Changes can have ramifications beyond individual programs/departments as well, sometimes even affecting accreditation by disciplinary accreditors or even the college accreditor, the Middle States Commission on Higher Education (MSCHE). Thus, all those stakeholders may need the opportunity to review, comment on, and even ask for revisions of any proposals for change.

Finally, changes need to be implemented. When registration opened the week before classes began, curricular changes could be implemented right up until registration started. Changes can still be implemented right up until registration starts, but now registration begins much earlier. As of this writing, registration for the fall semester starts the prior April and for the spring the prior November. Thus, for approved curricular changes to have an effective date of fall or spring, they must be approved by all required levels before the prior April for fall and the prior November for spring.

Basic Process for Curricular Changes

All proposals for curricular change follow the same general process outlined in the following figure and bullets (a complete description of the process also is at: http://www.lehman.edu/college-senate/documents/CurriculumDevelopmentTimelinesandResources_000.pdf).

Lehman College - Curriculum Development and Approval Process 2019-20
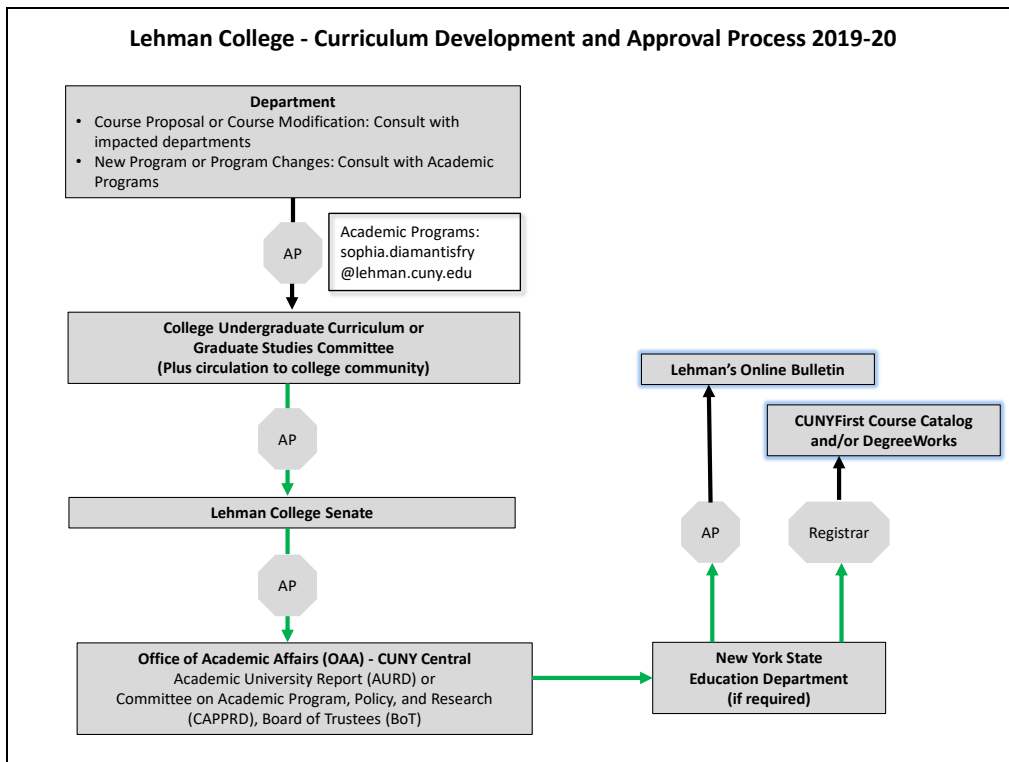
- A proposal for change is initiated by an academic department (or in the case of an interdisciplinary program by the department housing that program) or unit responsible for the program. Proposals requiring resources should be discussed with the appropriate Dean to ensure those resources are available. Proposals affecting other programs should be shared with those programs early in the proposal development process.
- Proposals must be approved by majority vote of their departments; approvals must be indicated in department meeting minutes, and those minutes filed with the appropriate dean's office. Proposals involving cross-listed courses must be approved by all departments involved.
- New majors/graduate programs/certificates, substantial changes to existing majors/graduate programs/certificates (see the section on *Change Existing Programs*, page 16 for definitions of substantial changes), withdrawal of majors/graduate programs/certificates and changes in degree titles also require New York State Education Department (NYSED) approval; the required NYSED form must be submitted with the curriculum change forms and approved by the Undergraduate Curriculum

(UCC) or Graduate Studies (GSC) Committees, Senate and CUNY. CUNY then sends the NYSED form to NYSED.

- Proposals are prepared on the appropriate forms (forms are available at http://www.lehman.edu/college-senate/process.php) and must be formatted correctly (the next section contains instructions for specific forms). Proposals submitted on the incorrect form or incorrectly formatted will be returned to the department for revision.
- All proposals must be submitted to the Office of Academic Programs and Educational Effectiveness (OAPEE), Sophia.Diamantisfry@lehman.cuny.edu with a copy to the appropriate curriculum committee (either UCC or GSC) chair. OAPEE then distributes proposals to department chairs and administrators for review prior to the UCC and/or GSC meetings. Multiple proposals should be grouped into, and submitted as, a single MSWord file. 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. Because SCCs were never established as a formal branch of governance, approval of proposals by SCCs is assumed unless otherwise reported to the UCC/GSC chair.
- Because the UCC/GSC and Senate fall under the Open Meetings Law, any member of the Lehman community, or the wider community, may send comments on proposals to the UCC/GSC chair and/or attend any UCC/GSC meetings.
- Upon approval by the UCC/GSC, proposals are sent for approval by the Senate.
- Upon approval by the Senate, proposals are sent to CUNY for approval either by CUNY Central (for proposals that involve course proposals and program revisions that do not require NYSED approval) or for approval by the Board of Trustees (for proposals that involve policy changes, new programs, and all changes that require NYSED approval). A complete breakdown of the types of proposals approved by each is available at: http://www.lehman.edu/college-senate/documents/TheAcademicReports.pdf
- No changes can be implemented until they are approved by CUNY and appear in either:
  o the Committee on Academic Programs, Policy, and Research Report Detail (CAPPR, for proposals requiring Board of Trustees' approval)
  o the Academic University Report Detail (AURD, for proposals requiring CUNY Central's approval).
- When necessary, CUNY will send proposals for approval by NYSED. Changes requiring NYSED approval cannot be implemented until NYSED approval is received.
- Approved changes are reflected, with effective dates, in the appropriate bulletin, CUNYFirst, and/or DegreeWorks.

Co- and Pre-requisites:

Co-requisites are courses that must be taken in the same term. Thus, when requiring a co-requisite, the department must ensure that both courses will be offered in the same term and

there are at least equal numbers of seats in both courses. Sufficient seats are critical especially if only one course requires the co-requisite. For example, if Course A requires Course B as a co-requisite, but Course B can also be taken independently, that is, without Course A, sufficient seats should be provided in Course B to accommodate students enrolling in Course A plus students enrolling independently in Course B. If a program requires a course that has a co-requisite, the co-requisite must be included explicitly as a program requirement and its credits included in the credits required for the program.

Pre-requisites must be at least in progress before a student can enroll in the following course. Therefore, if a pre-requisite course is not offered regularly this may prevent sufficient enrollments for the following course. The pre-requisites *Department Permission, Advisor Permission,* or *Coordinator Permission* override all other pre-requisites. So, for example, if a course has the following pre-requisites: *Course A, Course B, a 3.0 GPA,* and *Department Permission*, then:

- a student who has not taken either course and has a 2.5 GPA will be allowed to enroll in the course if she receives *Department/Advisor/Coordinator Permission*
- a student who has completed both courses and has a 3.3 GPA still must receive *Department/Advisor/Coordinator Permission* to enroll.

If a program requires a course that has a pre-requisite, the pre-requisite must be included explicitly as a program requirement and its credits included in the credits required for the program. Generally, 100- and 200- level courses should not have pre-requisites, but 400-level courses should.

Coursedog:

A new software platform, *Coursedog*, that will integrate, through CUNYFirst, the processes of course scheduling, event management, curricular changes, and updating of online bulletins, is being implemented. Eventually, all proposals for curricular changes will be processed electronically via *Coursedog*. However, the types of curricular changes and the information required for each type are unlikely to change substantively.

Course Descriptions:

Descriptions should be succinct in describing course content. However, avoid over specifying because any specific topics listed must be covered in all sections of the course. Generally, avoid full sentences. For example, instead of "This course examines the role of gender in politics." say "Role of gender in politics.") Descriptions also should reflect the course level. For example, undergraduate and graduate courses should not have the same descriptions, nor should undergraduate courses at the 200- and 300-level. Use appropriate language to indicate the higher-level expectations of higher-level courses. Use terms such as "fundamental," "introductory," intermediate," and "advanced" appropriately for the level of the course. Use notes to convey additional information, such as: "NOTE: This course requires 6 hours of fieldwork per week."

Course Numbering:

Once a number has been used for a course it cannot be reused for another course in that same alpha code, ever. When submitting a new course, please ensure that the proposed number is available (check the course catalogue in CUNYFirst or consult the Registrar's office). Using a previously used number will result in a delay in implementing the course because the entire approval process must be restarted with the department. Previously, some numbers were "reserved," for example x50 indicated a variable topics course and x80 indicated a tutorial. However, as such designations can now be coded in CUNYFirst (and as some departments have begun running out of available numbers), "reserved" numbers are no longer necessary.

Credits, Hours, Delivery, and Faculty Workload:

Generally, one hour of instruction equals one credit and two hours of laboratory, recitation, practicum, etc., equal one credit. There are some courses with different hour to credit rates and the UCC/GSC have been sensitive to preserving these precedents. Mode of delivery (e.g., whether a course is offered as face-to-face, hybrid or online) has not been subject to UCC, GSC, or Senate approval, nor has faculty workload for teaching different types of courses (e.g., seminar, tutorial, practicum, fieldwork, internship or "jumbo"). Courses requiring additional resources such as specialized equipment, more hours than credits, or new faculty should be discussed with school deans before being submitted. When a program reaches the point that half of that program can be completed online, the program must register with NYSED for *Distance Education Format.* The completed NYSED form (available at: http://www.lehman.edu/college-senate/process.php) is submitted to the Office of Academic Programs and Educational Effectiveness (OAPEE), Sophia.Diamantisfry@lehman.cuny.edu and follows the normal process for approval of curricular changes.

Effective dates:

Generally, curricular changes will be effective with registration for the first fall or spring semester following publication of the changes in the CAPPRD or AURD. A general guide to the timing of curricular changes is available at: http://www.lehman.edu/college-senate/documents/TheAcademicReports.pdf Because of the schedule of CUNY approvals, in general, proposals approved by UCC/GSC in September, October or November will be ready for implementation in time for the following fall and summer registrations; proposals approved in December and during the spring semester will be ready for implementation in time for the following winter and spring registrations. Changes requiring NYSED approval may take several months or longer. New programs will become effective according to their approved timelines.

Effects of changes on other departments/programs:

Before CUNY standardized the curricular forms, departments had to indicate whether proposed changes affected other programs. Although that item is no longer on the form, if your change might affect another program, you should inform that program before submitting your

proposal. For example, changes to a pre-requisite/credits/hours for a course that is required by another program will require that the other program adjust their requirements, and, adding/deleting a required course offered by another department can affect enrollment in that course. If a course is cross listed, any changes must be approved by all departments offering the course.

Pathways General Education:

Courses for consideration for inclusion in the Pathways General Education Curriculum must be submitted to the CUNY Common Core Course Review Committee (CCCRC; form is available at http://www.lehman.edu/college-senate/process.php). The form contains the required Pathways Learning Outcomes for each Pathways Common Core area. More information about Pathways reviews and examples of approved courses are available at: http://www2.cuny.edu/about/administration/offices/undergraduate-studies/pathways/about/ccrc/

For existing courses, the UCC and Senate must approve their submission to the CCCRC, so the completed Pathways form is sent to the Office of Academic Programs and Educational Effectiveness, Sophia.Diamantisfry@lehman.cuny.edu for approval by UCC. For new courses, the courses must be approved in the AURD before they can be submitted to the CCCRC, however the CCCRC form can be submitted along with the new course proposal or anytime thereafter. As of this writing, the CCCRC meets twice per fall and spring semesters: once early and once late in each semester.

Forms

All proposals must be submitted on the appropriate form and properly formatted. Failure to do so will result in unnecessary delays to what is already a long approval process. Therefore, it is advantageous to use the correct form and formatting. In this section, the use of each form is described. Following the description of each form is an annotated example to illustrate formatting requirements and address common errors made in completing the form.

Use the following guide to select the correct form for the change you wish to make (page numbers refer to this document, all forms are available at: http://www.lehman.edu/college-senate/process.php:

Desired Change	Form to Use	Page
Create Experimental Course, New Course, or New Course with Cross Listing	Experimental Course/New Course/New Course with Cross Listing	9
Change(s) in Course Description, Hours, Credits, Number, Co- or Pre-requisite, Title, Alpha Code, Note	Change in Course Description/Hours/Credits/Number/Co or Preq/Title/Alpha Code/Note	12
Change(s) in Major, Minor, Graduate Program, Certificate: change in Degree Requirements, Admission Requirements, Area of Concentration/Specialization, Requirement, Department Grade Requirements, Progression Criteria	Change in Degree Req/Admission Req/Area of Concentration Req/Dept Grade Requirements Progression Criteria	16
Withdrawal/Discontinuation of Course or Minor	Withdrawal/Discontinuation of Program	20
Withdrawal/Discontinuation Of Major, Graduate Program, Certificate	Withdrawal/Discontinuation of Program	22
Create New Minor	Create Program	24
Create New Certificate	Create Program	26
Create a New Major or Graduate Program	Create Program	28

Creating a New or Experimental Course

Experimental courses are an opportunity to "test run" a course before deciding whether to make it permanent. They can be offered over two semesters. Experimental courses are not approved by the Senate or CUNY; they require approval only by the UCC/GSC who then report them to the Senate as "informational items." Once they have been reported to the Senate, the Office of the Registrar configures them in the system to make them available to be scheduled. A rationale for the experimental course and the specific measurable course learning outcomes must be included in the proposal. Note: In the past, departments occasionally submitted both experimental and new course proposals for the same course simultaneously. This allowed the new course to be run before the new course approval process was completed. The UCC/GSC have generally stopped that practice.

New courses should be created when a new area of study is appropriate and valuable to students that is not included in current course offerings. Under NYSED and CUNY requirements, a course must count toward fulfilling requirements for at least one program. A rationale for the new course and the specific course learning outcomes must be included in the new course proposal. If the course requires new faculty or specialized space or equipment, the proposal should be discussed with the school dean before submission.

Cross listing means that two courses are the same; for example, AAS 245 *History of African Americans* in the Africana Studies Department is cross listed with HIS 245 *History of African Americans* in the History Department. Either department can offer this course (of course they should cooperate in scheduling). A student who completes HIS 245 can use this toward any requirement of AAS 245 and vice versa. Any course that transfers as equivalent to AAS 245 is also equivalent to HIS 245. Any change to a cross listed course must be approved by all departments involved (for this example, both African Studies and History must approve any changes).

The form, **Form - Experimental Course/New Course/New Course with Cross Listing** (available at http://www.lehman.edu/college-senate/process.php), is used to propose new or experimental courses.

The formatting for this form includes:
- Arial, 12 pt throughout
- There must be a rationale and measurable learning outcomes stated
- Date of department approval – cross listed courses must be approved by every department involved
- Completed proposals are submitted to the Office of Academic Programs and Educational Effectiveness, Sophia.Diamantisfry@lehman.cuny.edu

Here is an annotated example of the **Experimental Course/New Course/New Course with Cross Listing** form:

LEHMAN COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK

DEPARTMENT OF YOUR DEPARTMENT

CURRICULUM CHANGE

1. **Type of change:** (*Please indicate if New Course, Experimental Course, or New Course with Cross-listing)* Delete all but the type of course being proposed

2.

Department(s)	Your department
Career	[ ] Undergraduate [ ] Graduate Check appropriate box
Academic Level	[ ] Regular [ ] Compensatory [ ] Developmental [ ] Remedial Check appropriate box
Subject Area	Generally, the program name
Course Prefix & Number	Once a number has been used for a non-experimental course it cannot be reused for another course, ever; please ensure that the proposed number is available. If to be cross listed, the format is: PSY 209 (WST 209)
Course Title	Title as it should appear
Description	Description as it should appear. Descriptions should be succinct in describing course content, avoid over specifying (any specific topics listed must be covered in all sections of the course). Generally, avoid full sentences (e.g., instead of "This course examines the role of gender in politics." say "Role of gender in politics.") Use notes to convey additional information, such as: "NOTE: This course requires 6 hours of fieldwork per week.")
Pre/ Co Requisites	Entries here are considered pre-requisites unless specifically indicated as co-requisites. Leave blank if none
Credits	Credits
Hours	Hours
Liberal Arts	[ ] Yes [ ] No Check appropriate box
Course Attribute (e.g. Writing Intensive, WAC, etc)	Leave blank unless a course attribute has already been established (at Lehman, Writing Intensive is not a course attribute but is a class attribute, so is not entered here)
General Education Component	__X__ Not Applicable check this; new courses can only be submitted for Pathways approval after they have been created ____ Required ____ English Composition

	_____ Mathematics
	_____ Science
	
	_____ Flexible
	    _____ World Cultures
	    _____ US Experience in its Diversity
	    _____ Creative Expression
	    _____ Individual and Society
	    _____ Scientific World

3. **Rationale:**

Briefly explain why a new/experimental course in this topic is needed. Rationale should make sense from curricular perspective and fit into an existing program(s). Credits and hours should be appropriate.

4. **Learning Outcomes (By the end of the course students will be expected to):**

State the measurable learning outcomes for the course; generally using a bullet-format

5. **Date of Departmental Approval:**

Indicate the date of department approval. If course is to be cross listed, indicate the approval date by each department involved

Change Existing Course

Changing a course is appropriate when the primary focus of the course remains intact. For example a course on *19th Century American Literature* might be modified to specifically include women authors or 20th Century authors (changes in description) or to change level from intermediate (2xx) to advanced (3xx) (change in number). However, if the primary focus is changing (e.g., changing title and description of *19th Century American Literature* to *20th Century American Literature)* a new course should be proposed instead.

The form, **Form-Change in Course Description/Hours/Credits/Number/Co or Preq/Title/Alpha Code/Note** (available at http://www.lehman.edu/college-senate/process.php), is used to propose changes in any aspect(s) of a course, such as course number, title, description, pre- or co-reqs, etc.

The formatting for this form includes:
- Arial, 12 pt, black color throughout
- *From* section contains the course information currently in the bulletin, exactly as it appears in the bulletin; ~~strikethrough~~ everything that is to be deleted/changed
- *To* section contains the course information as it should read after approval; <u>underline</u> text to be added
- Each change must be indicated (multiple changes can be made on same form)
- There must be a rationale stated for each change proposed
- Date of department approval(s) – cross listed courses must be approved by every department involved
- Completed proposals are submitted to the Office of Academic Programs and Educational Effectiveness, Sophia.Diamantisfry@lehman.cuny.edu

Here is an annotated example of the **Change in Course Description/Hours/Credits/Number/Co or Preq/Title/Alpha Code/Note** form:

LEHMAN COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK

DEPARTMENT OF YOUR DEPARTMENT

CURRICULUM CHANGE

1. **Type of Change:** (*Please indicate change being requested for this course – Course description, hours, credits, number, pre or corequisite, title, alpha code and/or note*) Delete all but the change(s) you are proposing

2. **From:** ~~Strikethrough~~ the changes

Department(s)	Your Department
Career	[ ] Undergraduate [ ] Graduate Check appropriate box
Academic Level	[ ] Regular [ ] Compensatory [ ] Developmental [ ] Remedial Check appropriate box
Subject Area	Generally, the program name
Course Prefix & Number	Current course prefix and number, e.g., PSY 166 If cross listed, the format is: PSY 209 (WST 209)
Course Title	Course title copied from bulletin/CUNYFirst
Description	Course description as it appears in the current bulletin/CUNYFirst. When pasting from the web, change all colors to black and delete the underlining
Pre/ Co Requisites	Current pre- or co-requisites copied from the bulletin/CUNYFirst
Credits	Credits from the bulletin/CUNYFirst
Hours	Hours from the bulletin/CUNYFirst
Liberal Arts	[ ] Yes [ ] No Check appropriate box from the bulletin/CUNYFirst
Course Attribute (e.g. Writing Intensive, WAC, etc)	Leave blank unless a course attribute has already been established (at Lehman, Writing Intensive is not a course attribute but is a class attribute, so is not entered here)

General Education Component	_____ Not Applicable check this unless the course is already approved for Pathways. If approved, check area.
	_____ Required
	        _____ English Composition
	        _____ Mathematics
	        _____ Science
	
	_____ Flexible
	        _____ World Cultures
	        _____ US Experience in its Diversity
	        _____ Creative Expression
	        _____ Individual and Society
	        _____ Scientific World

3. **To:** Underline the changes

Department(s)	Your department
Career	[ ] Undergraduate [ ] Graduate Check appropriate box
Academic Level	[ ] Regular [ ] Compensatory [ ] Developmental [ ] Remedial Check appropriate box
Subject Area	Generally, the program name
Course Prefix & Number	If changing number, remember once a number has been used for a course it cannot be reused for another course, ever. When changing a course number, please ensure that the proposed number is available.
Course Title	Title as it should appear in bulletin/CUNYFirst
Description	Description as it should appear in bulletin/CUNYFirst. Descriptions should describe course content in brief, avoid over specifying (any specific topics listed must be covered in all sections). Generally, avoid full sentences (instead of "This course examines the role of gender in politics." say "Role of gender in politics.") Use notes to convey additional information, such as: "NOTE: This course requires 6 hours of fieldwork per week.")
Pre/ Co Requisites	Entries here are considered pre-requisites unless specifically indicated as co-requisites. Leave blank if none
Credits	Credits
Hours	Hours
Liberal Arts	[ ] Yes [ ] No Check appropriate box
Course Attribute (e.g. Writing Intensive, WAC, etc)	Leave blank unless a course attribute has already been established (at Lehman, Writing Intensive is not a course attribute but is a class attribute, so is not entered here)

General Education Component	____ Not Applicable check this unless the course is already approved for Pathways. If approved, check area.
	____ Required
	    ____ English Composition
	    ____ Mathematics
	    ____ Science
	
	____ Flexible
	    ____ World Cultures
	    ____ US Experience in its Diversity
	    ____ Creative Expression
	    ____ Individual and Society

	_____ Scientific World

4. <u>Rationale (Explain how this change will impact the learning outcomes of the department and Major/Program)</u>:

Briefly explain why each change is needed (every proposed change must be justified). Please avoid statements such as: current prerequisite makes no sense, or course is inappropriate for the program (remember, once upon a time, your department faculty felt that this course content/structure was important and needed.) If revising a Pathways-approved course, does the revision require a re-review by Pathways? If not, include a statement that the revision does not affect Pathways Learning Objectives.

5. <u>Date of departmental approval</u>:

Indicate the date of department approval. If course is cross listed, indicate the approval date by each department involved.

Change Existing Program Requirements

Changing the requirements for a program (major, graduate program, minor, or certificate) should be an infrequent occurrence. Students are responsible for fulfilling the requirements of a program that were in place when they joined (i.e., declared) that program. Each time a program change is implemented, the current "old" program is closed to new students and new students declaring the program fall under the "new" program requirements. The cohort of students remaining in the old program must complete those old requirements and we teach them out. Thus, when changing program requirements thought should be given to how students currently in the program will complete their requirements once the new requirements take effect. Because of a recent policy change, students in the old program can declare the new program and complete its requirements. This option should be used especially when switching will not increase the time needed to complete the program and graduate.

A department may want to create a new program within an already existing discipline, for example, suppose the History department wanted to create a separate major in American History. Rather than complete all the following steps to establish a new program (see page xx), it would be better for the department to revise the current History major to include a new specialization, track or concentration in American History. Creating a specialization within a program requires no more than a proposal to change existing program requirements and the appropriate NYSED form (described in the next paragraph).

The form, **Form-Change in Degree Req/Admission Req/Area of Concentration Req/Dept Grade Requirements Progression Criteria** (available at http://www.lehman.edu/college-senate/process.php), is used to propose changes in any program, such as number of credits, specific courses, specializations/tracks, admission requirements, progression requirements, etc. Some changes, specifically those listed in the following table, also require NYSED approval on the appropriate NYSED form (also available at http://www.lehman.edu/college-senate/process.php). Changes to a minor never require NYSED approval. As indicted in the following table, adding the "Distance Education Format" to a program requires a different NYSED form (contact Sophia.Diamantisfry@lehman.cuny.edu for this form) and does not require governance (i.e., UCC/GSC, Senate) approval prior to submission to NYSED. Teacher/leader and some professional programs have separate NYSED forms, consult with your school.

Changes and Adaptations Requiring State Education Department Approval

Changes in Program Content (all programs)
1. *Any* of the following substantive changes:
   ▪ Cumulative change from the Department's last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits in an associate degree program)
   ▪ Changes in the program's focus or design (e.g., eliminating management courses in a business administration program), including a change in the program's major disciplinary area
   ▪ Adding or eliminating an option or concentration or specialization
   ▪ Eliminating a requirement for completion, including an internship, clinical, cooperative education, or other work-based experience
   ▪ Altering the liberal arts and science content in a way that changes the degree classification, as defined in Section 3.47(c)(1-4) of Regents Rules

Other Changes (all programs) 2. Program title 3. Program award (e.g., change in degree) 4. Mode of delivery (**Note**: if the change involves adding a **distance education format** to a registered program, please complete the Application to Add the Distance Education Format to a New or Registered Program.) 5. Discontinuing a program 6. A format change that alters the program's financial aid eligibility (e.g., from full-time to part-time, or to an abbreviated or accelerated semester) 7. A change in the total number of credits of any certificate or advanced certificate program
Establishing New Programs Based on Existing Registered Programs 8. Creating a dual-degree program from existing registered programs 9. Creating a new program from a concentration/track/specialization in an existing registered program

The formatting for the *Change Degree Req* form includes:
- Arial, 12 pt, black color throughout
- *From* section contains the complete description of the program currently in the bulletin, exactly as it appears in the bulletin; ~~strikethrough~~ everything that is to be deleted/changed (NOTE: The entire program entry must be copied from the bulletin, not just the sections to be changed; once approved the text in the "To" section will replace the entire program entry. Thus, any omitted sections will be eliminated.)
- *To* section contains the description of the program as it should read after approval; <u>underline</u> text to be added
- There must be a rationale stated for each change proposed
- Date of department approval
- Completed proposals, including NYSED form if required (Teacher/leader and some professional programs have separate NYSED forms, consult with your school) are submitted to the Office of Academic Programs and Educational Effectiveness, Sophia.Diamantisfry@lehman.cuny.edu

Here is an annotated example of the **Change in Degree Req/Admission Req/Area of Concentration Req/Dept Grade Requirements Progression Criteria** form:

LEHMAN COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK

DEPARTMENT OF YOUR DEPARTMENT

CURRICULUM CHANGE

Name of Program and Degree Award: e.g., Psychology, B.A.
Hegis Number: Contact Sophia.Diamantisfry@lehman.cuny.edu if you don't know this
Program Code: Contact Sophia.Diamantisfry@lehman.cuny.edu if you don't know this
Effective Term: Generally, plan for the approval process to take one year

1. **Type of Change:** *(Please indicate change being requested for this program – Change in Degree Requirements, Admission Requirements, Addition or Deletion Area of Concentration Requirements, Dept. Grade Requirements/Progression Criteria, Name of Registered Degree or Certificate Program)* Delete all but the change(s) you are proposing

2. **From:** ~~Strikethrough~~ the changes
Copy the entire program entry from the bulletin and ~~strikethrough~~ all text to be deleted/changed. (NOTE: The entire program entry must be copied from the bulletin, not just the sections to be changed; once approved the text in the "To" section will replace the entire program entry. Thus, any omitted sections will be eliminated.)

3. **To:** Underline the changes
The new program entry as it should appear in the bulletin with all added text underlined.

4. **Rationale (Explain how this change will impact learning outcomes of the department and Major/Program):**
Explain why the change is necessary. Please avoid statements such as: "current requirements make no sense" (remember, once upon a time, your department faculty felt that these requirements were appropriate.)

5. **Date of departmental approval:**
Indicate the date of department approval.

Withdrawing a Course or Minor

When a program decides to stop offering a course, or when a department decides to stop offering a minor, that course or minor must be formally withdrawn. This is important because the web has made college bulletins very public and prospective students have a right to expect that courses/minors they see in our bulletin are being offered.

Before withdrawing a course, consider its contribution to any programs (major, minor or certificate) and ensure that there is at least one alternative to fulfill the course's role in those programs. If the course is cross listed, the withdrawal must be approved by all programs involved. Before withdrawing a minor, ensure that students currently enrolled in the minor can complete it without impeding their timely graduation or their current financial aid eligibility/award.

The form, **Form-Withdrawal of Courses/Minors** (available at http://www.lehman.edu/college-senate/process.php), is used to withdraw courses and minors. Withdrawing a course or minor never requires NYSED approval.

Once a minor withdrawal has been approved by the Senate, the Office of the Registrar will close that minor to new students (i.e., students will no longer be able to declare the minor) and a notation will be placed in the bulletin that the minor is being closed and not accepting new students. However, the minor must remain open until all students enrolled in it have graduated, transferred out of it, or left the college. Once there are no students enrolled, the minor can be closed.

The formatting for this form includes:
- Arial, 12 pt throughout
- Indicate the rationale for the withdrawal
- Date of department approval – cross listed courses must be approved by every department involved
- Completed proposals are submitted to the Office of Academic Programs and Educational Effectiveness, Sophia.Diamantisfry@lehman.cuny.edu

Here is an annotated example of the *Withdrawal of Courses/Minors* form:

LEHMAN COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK

DEPARTMENT OF YOUR DEPARTMENT

CURRICULUM CHANGE

1. **Type of Change:** (*Please indicate type of withdrawal that is being requested - Withdrawal of courses or minors)* Delete all but the withdrawal you are proposing

2. **Description:**
If a course(s) is/are to be withdrawn indicate the course code(s) and number(s); multiple courses can be withdrawn on a single form.
If a minor is to be withdrawn, copy the entire entry from the bulletin.

3. **Rationale (Explain why this course/program is no longer needed in the Department):**
Explain why the withdrawal(s) is/are necessary.

4. **Date of departmental approval:**
Indicate the date of department approval. Cross listed courses must be approved by every department involved.

Withdrawing a Program (Major, Graduate Program or Certificate)

When a department decides to stop offering a program (major, graduate program or certificate), that program must be formally withdrawn. This is important because the web has made college bulletins very public and prospective students have a right to expect that programs they see in our bulletin are being offered. Withdrawing a program does not withdraw any courses required for that program, even if the courses were exclusive to that program (see section on withdrawing courses, page 20).

Before withdrawing a program, ensure that students currently enrolled in the program can complete it or enroll in alternative programs without impeding their timely graduation or their current financial aid eligibility/award.

The form, **Form-Withdrawal/Discontinuation of Program** (available at http://www.lehman.edu/college-senate/process.php), is used to withdraw programs. Withdrawing a program also requires NYSED approval on the appropriate NYSED form (also available at http://www.lehman.edu/college-senate/process.php).

Once a program withdrawal has been approved by the Senate, the Registrar's office will close that program to new students (i.e., students will no longer be able to declare the program) and a notation will be placed in the bulletin that the program is being closed and not accepting new students. However, the program must remain open until all students enrolled in it have graduated, transferred out of the program, or left the college. Current students who have not progressed very far should be contacted and encouraged to change to an alternative program. For current students (or readmits) closer to graduation, the department should ensure that needed courses will continue to be available until most of these students graduate. Once there are no students enrolled, the NYSED form can be sent to NYSED and the program formally closed.

The formatting for this form includes:
- Arial, 12 pt throughout
- Indicate the rationale for the withdrawal
- Date of department approval
- Completed proposals are submitted to the Office of Academic Programs and Educational Effectiveness, Sophia.Diamantisfry@lehman.cuny.edu

Here is an annotated example of the *Withdrawal/Discontinuation of Program* form:

LEHMAN COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK

DEPARTMENT OF YOUR DEPARTMENT

CURRICULUM CHANGE

Name of Program and Degree Award: e.g., Psychology, B.A.
Hegis Number: Contact Sophia.Diamantisfry@lehman.cuny.edu if you don't know this
Program Code: Contact Sophia.Diamantisfry@lehman.cuny.edu if you don't know this
Effective Term: Generally, plan for the approval process to take one year

1. Type of Change: Withdrawal of program

2. Description:
Copy the entire program entry from the bulletin.

3. Rationale:
Explain why the withdrawal is necessary.

4. Date of departmental approval:
Indicate the date of department approval.

Create New Minor

Minors are the easiest programs to create because they are essentially internal programs, so they involve approval only from UCC, Senate and CUNY Central. The process consists of submitting the form **Form-Create Program** (available at http://www.lehman.edu/college-senate/process.php) for approval. Interdisciplinary minors generally are supervised by a steering committee; however, one department should be assigned to be responsible for coordinating the minor and for submitting the proposal and subsequent proposals for revisions. The assigned department can be changed by the steering committee at any time.

The formatting for this form includes:
- Arial, 12 pt throughout
- Description of the minor as it is to appear in the bulletin, including all course requirements
- Indicate the rationale for the minor and the population of students it is designed to serve
- Date of department approval
- Completed proposals are submitted to the Office of Academic Programs and Educational Effectiveness, Sophia.Diamantisfry@lehman.cuny.edu

Here is an annotated example of the *Create Program* form for new Minors:

LEHMAN COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK

DEPARTMENT OF YOUR DEPARTMENT

CURRICULUM CHANGE

Name of Program and Degree Award: Minor in _____
Hegis Number: Contact Sophia.Diamantisfry@lehman.cuny.edu if you don't know this
             (not needed for minors)
Program Code: Contact Sophia.Diamantisfry@lehman.cuny.edu if you don't know this
             (not needed for minors)
Effective Term: Generally, plan for the approval process to take one year

1. Type of Change: Create new program (major, undergraduate program, graduate program, minor, certificate) Delete all but the program you are proposing.

2. Description:
The new program entry as it should appear in the bulletin.

3. Rationale:
Briefly explain why the new program is necessary.

4. Date of departmental approval:
Indicate the date of department approval.

Create New Certificate

According to NYSED a *Certificate* is a credential issued by an institution for completion of a curriculum other than one leading to a degree and an *Advanced Certificate* is a Certificate composed of graduate level courses. There are several factors that should make certificates attractive at both the undergraduate and graduate levels:

- Creating Certificates/Advanced Certificates do not require master plan amendments.
- Certificates/Advanced Certificates are composed of courses that already exist.
- As Certificates/Advanced Certificates require fewer credits than a degree, they are attractive to new students who already possess baccalaureate or graduate degrees and who desire an additional credentials.
- Certificates/Advanced Certificates do not require pre-approval from CUNY before they can be developed.
- When students complete the requirements to earn a Certificate/Advanced Certificate, they will be awarded a diploma.

General information on Certificates/Advanced Certificates and specific guidance from NYSED can be found at: https://www.cuny.edu/academics/academic-programs/academic-program-resources/review-process-on-certificates/

The process consists of submitting the form **Form-Create Program** (available at http://www.lehman.edu/college-senate/process.php) for approval.

The formatting for this form includes:

- Arial, 12 pt throughout
- Description of the Certificate or Advanced Certificate as it is to appear in the bulletin, including all course requirements
- Indicate the rationale for the Certificate/Advanced Certificate and the population of students it is designed to serve
- Date of department approval
- The NYSED form, *Application for Registration of a New Certificate or Advanced Certificate Program* is required (available at: https://www.cuny.edu/academics/academic-programs/academic-program-resources/review-process-on-certificates/
- Completed proposal and NYSED forms are submitted to the Office of Academic Programs and Educational Effectiveness, Sophia.Diamantisfry@lehman.cuny.edu

Here is an annotated example of the ***Create Program*** form for new Certificates/Advanced Certificates:

**LEHMAN COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK**

DEPARTMENT OF YOUR DEPARTMENT

CURRICULUM CHANGE

Name of Program and Degree Award: Name of Certificate or Advanced Certificate
Hegis Number: Contact Sophia.Diamantisfry@lehman.cuny.edu if you don't know this
Program Code: Leave blank, NYSED will assign this
Effective Term: Generally, plan for the approval process to take one year

1. Type of Change: Create new program (major, undergraduate program, graduate program, minor, certificate) Delete all but the program you are proposing.

2. Description:
The new program entry as it should appear in the bulletin.

3. Rationale:
Briefly explain why the new program is necessary.

4. Date of departmental approval:
Indicate the date of department approval.

Create a New Major or Graduate Program

Creating new programs is neither easy nor quick. In addition to the time and effort necessary to establish need, create a program to respond to that need, identify required funding, etc., there are several layers of approval that are needed. In some cases, creation of a new program may require an amendment to the College Master Plan.

If a desired new program is within an already existing discipline, it is better to create a new specialization within the existing program than to create a new program. For example, suppose the History department wanted to create a separate major in American History. Rather than complete all the following steps to establish a new program, the department could instead revise the current History major to include a new specialization in American History. Creating this specialization requires no more than a proposal to change existing program requirements and the appropriate NYSED form (see the section on *Change Existing Program Requirements*, page 16).

CUNY maintains a website with general information about creating new programs at: https://www.cuny.edu/academics/academic-programs/academic-program-resources/faculty-handbook-for-the-creation-of-new-academic-programs/ and also has detailed information on the process in a faculty handbook, available at: https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/academics/academic-programs/academic-program-resources/faculty-handbook-for-the-creation-of-new-academic-programs/1-FACULTY-HANDBOOK-FOR-THE-PREPARATION-OF-NEW-ACADEMIC-PROGRAMS.pdf

In general, the process for creating a new program is:
- Before a proposal can be developed, a brief description, *Attestation Form for all Graduate and Undergraduate Proposed Academic Degree Programs,* must be submitted (form available from https://www.cuny.edu/academics/academic-programs/academic-program-resources/faculty-handbook-for-the-creation-of-new-academic-programs/ or the Office of Academic Programs and Educational Effectiveness, Sophia.Diamantisfry@lehman.cuny.edu) to CUNY for a 21-day circulation to other campuses for comment. (Based on prior experience, this step can take considerably longer.)
- Once the concept is approved by CUNY, the full proposal can be developed.
- The proposal must indicate not only the program specifications, but also establish the need/demand for the program as well as indicate that necessary resources are available. The CUNY faculty handbook referenced earlier has detailed information on proposal requirements. Proposals for new programs also may require an amendment to the College's Master Plan and/or a formal external review.
- Once completed, the full proposal, as well as the form *Create Program*, are submitted to the Office of Academic Programs and Educational Effectiveness, Sophia.Diamantisfry@lehman.cuny.edu) for circulation to the College and to the UCC or GSC for approval.
- Once approved by GSC/UCC, the proposal is submitted to the Senate for approval.

- Once approved by the Senate, the proposal is submitted to CUNY for approval by the Board of Trustees.
- Once approved by the Board of Trustees, the proposal is submitted by CUNY for NYSED approval. Approval by NYSED can take 6 months to a year or longer. The proposal may need to be revised based on NYSED feedback. If NYSED requires revisions, the proposal may need to be resubmitted to UCC/GSC/Senate/CUNY for approval of the revised proposal.
- Once approved by the Board of Trustees and NYSED, the approval will appear in the Committee on Academic Programs, Policy, and Research Report Detail (CAPPR).
- Once posted in the CAPPR, the program can be entered into the appropriate bulletin, CUNYFirst, DegreeWorks, etc. and can be advertised as open to accepting students.

The formatting for the **Form-Create Program** (available at http://www.lehman.edu/college-senate/process.php) includes:
- Arial, 12 pt throughout
- Description of the program as it is to appear in the bulletin, including all course, admission, and progression requirements
- Briefly summarize the rationale for the program and the population of students it is designed to serve
- Date of department approval
- Completed proposals are submitted to the Office of Academic Programs and Educational Effectiveness, Sophia.Diamantisfry@lehman.cuny.edu

Here is an annotated example of the *Create Program* form for new Majors or Graduate Programs:

LEHMAN COLLEGE
OF THE
CITY UNIVERSITY OF NEW YORK

DEPARTMENT OF YOUR DEPARTMENT

CURRICULUM CHANGE

Name of Program and Degree Award: e.g., Psychology, B.A.
Hegis Number: Contact Sophia.Diamantisfry@lehman.cuny.edu if you don't know this
Program Code: Leave blank, NYSED will create a code when the program is approved
Effective Term: Generally, plan for the approval process to take one year, but it will likely be longer

1. Type of Change: Create new program (major, undergraduate program, graduate program, minor, certificate) Delete all but the program you are proposing.

2. Description:
The new program entry as it should appear in the bulletin.

3. Rationale:
Briefly explain why the new program is necessary.

4. Date of departmental approval:
Indicate the date of department approval.