

PROCEDURES FOR THE PROCESS OF APPROVING CURRICULUM PROPOSALS

*AP = Academic Programs
(new office in Acad Affairs)*

*Sophia =
sophia.diamantisfry@lehman.cuny.edu*

Stage	Process	If fail, back to:
A	Departments/Programs submit proposals to Academic Programs/Sophia Diamantis-Fry	
B	AP/Sophia sends proposals to (a) CC chairs, (b) school CC's, (c) school deans' offices	
C	CC chairs review proposals, confer with departments	A
D	School CC's and deans review for completeness, format, shares comments with CC chairs	A
E	CC chairs send approvals for CC agendas to AP/Sophia for distribution to Dept chairs, directors, deans, for sharing with faculty	
F	CC chairs send agendas to CC members	
G	CC's vote to recommend, send to Senate	A
H	AP/Sophia prepares reports for Senate,	
I	Senate votes and approves	G
J	AP/Sophia prepares approved proposals for CUR (Chancellor's University Report), sends to HR (which submits to CUR)	
K	CUNY & BoT approval	G or A

L	AP/Sophia reports CUNY action to Departments/Programs and Deans	
M	Some proposals require NYSED approval: sent by CUNY to NYSED	G or A
N	AP/Sophia reports on approval to Departments/Programs and Deans	
O	AP/Sophia records NYSED, or if that is not needed, CUNY BoT approval in Smart Catalog	
P	Smart catalog is published in the electronic Undergrad and Grad Bulletins.	