

Curriculum Development - Timelines and Resources

1. Departments submit proposals and - when required - New York State Education Department (NYSED) documentation to Academic Programs (AP) 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 Lehman's College Senate two weeks before scheduled Senate meetings (<http://www.lehman.edu/college-senate/schedule.php>).
3. Following Senate approval, AP
 - a. enters approved curricular changes that do not require Board of Trustees (BoT) into the Chancellor's University Report (CUR)
 - i. After publication of the CUR, AP enters the updates that do not need New York State Education Department (NYSED) approval into the undergraduate and graduate bulletins and the Registrar enters the updates into CUNYfirst.
 - ii. Changes that do not need NYSED approval go into effect at the beginning of the semester following the publication in the CUR.
 - b. submits changes requiring NYSED approval to the CUNY Office of Academic Affairs (OAA)
 - i. The OAA submits proposed changes to NYSED (NYSED's approval process typically takes at least two to three months).
 - ii. Upon approval by NYSED, AP enters the updates in the undergraduate and graduate bulletins and the Registrar enters the updates into CUNYfirst.
 - iii. Changes go into effect at the beginning of the semester following NYSED approval.
 - c. submits new programs proposals requiring Board of Trustees (BoT) approval to the CUNY Office of Academic Affairs (OAA)
 - i. The 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: <http://www.cuny.edu/academics/programs/resources/deadline-calendar.html>)
 - ii. Upon approval by the BoT, the OAA submits the proposal for approval by NYSED.
 - iii. Upon approval by NYSED, the department submits curricular change forms to AP for another Lehman approval process (UCC/GSC and Senate)
 - iv. Upon approval by the Senate, AP enters changes into the Chancellor's University Report (CUR)
 - v. After publication of the CUR, AP enters the updates into the undergraduate and graduate bulletins and the Registrar enters the updates into CUNYfirst.
 - vi. Changes go into effect at the beginning of the semester following NYSED approval.

AP: Lehman College - Academic Programs: Contact Sophia Diamantis-Fry
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BoT: CUNY Board of Trustees

CUR: Chancellor's University Report see CUNY Portal > Chancellor's Reports > Month > Lehman College > Part A: Academic Matters)

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: <http://www2.cuny.edu/academics/academic-programs/academic-program-resources/>