

**PROCEDURES FOR THE PROCESS OF  
APPROVING CURRICULUM PROPOSALS**

*AP = Academic Programs*

*(new office in Academic Affairs)*

*CC = Senate Curriculum Committees*

*Sophia =*

[sophia.diamantisfry@lehman.cuny.edu](mailto:sophia.diamantisfry@lehman.cuny.edu)

<b>Stage</b>	<b>Process</b>	<b>If fail, back to:</b>
<b>A</b>	<b>DEPARTMENTS/PROGRAMS</b> submit proposals (after conferring with school deans' offices if desired) to Academic Programs via Sophia Diamantis-Fry.	
<b>B</b>	AP/Sophia sends proposals to (a) CC chairs, (b) school deans' offices, (c) school CC's.	
<b>C</b>	CC chairs review proposals, confer with departments and school CCs/deans. <b>SCHOOL CCs and DEANS</b> review for completeness/format, confer with departments and CC chairs.	A
<b>D</b>	<b>CURRICULUM COMMITTEE</b> chairs send CC agendas to AP/Sophia for distribution to Dept chairs, directors, deans, for sharing with faculty.	
<b>E</b>	CC chairs send agendas to CC members.	
<b>F</b>	<b>CCs</b> vote to recommend, send to Senate.	A
<b>G</b>	AP/Sophia prepares reports for <b>SENATE</b> .	
<b>H</b>	<b>SENATE</b> votes and approves.	F
<b>I</b>	AP/Sophia prepares approved proposals for CUR (Chancellor's University Report), sends to HR (which submits to CUR).	
<b>J</b>	<b>CUNY &amp; BOARD OF TRUSTEES</b> approval.	F or A

K	AP/Sophia reports CUNY action to Departments/Programs and Deans.	
L	Proposals requiring <b>NYSED</b> approval sent by CUNY to NYSED.	F or A
M	AP/Sophia reports on NYSED approval to Departments/Programs and Deans.	
N	AP/Sophia records NYSED (if needed) and CUNY BoT approval in <b>SMART CATALOG</b> .	
O	Smart catalog is published in the electronic Undergrad and Grad <b>BULLETINS</b> .	