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 AP for the Lehman 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) approval into the Academic University Report Detail (AURD).
      ➤ After publication of the AURD, AP 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 Report (CAPPR) 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, AP 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).
      ➤ 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: https://www.cuny.edu/academics/academic-programs/academic-program-resources/deadline-calendar/)
      ➤ Upon approval by the BoT, the OAA submits the proposal for approval by NYSED.
      ➤ Upon approval by NYSED, AP 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, AP 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 NYSED approval (beginning of the semester defined as start of registration for that semester).

AP: Lehman College, Academic Programs: 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 Report (CAPPR) 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: http://www2.cuny.edu/academics/academic-programs/academic-program-resources/
The Academic Reports: https://www2.cuny.edu/academics/academic-programs/academic-program-resources/academic-reports/