

## **The Academic Reports**

The Academic Reports (formerly Chancellor's University Report) consists of Committee on Education Policy (CEP) Curriculum and Academic Policy (CAP) Report Detail and Academic University Report Detail (AURD). The CEP/CAP Report contains the actions approved by the CUNY Board of Trustees (BoT) at meetings held in February, March, May, June, October, and December.

### **Guidelines for Committee on Education Policy (CEP) Curriculum and Academic Policy (CAP) Report Detail:**

The following items should be placed in both the Committee on Education Policy (CEP) Curriculum and Academic Policy (CAP) Report Detail:

- New degree programs based primarily on existing academic programs (central OAA approval required prior to submission)
- New Certificates and Advanced Certificates
- Curricular changes requiring approval of the New York State Education Department, such as changes to degree awards; changes to the name of a program; adding or deleting a concentration/track; cumulative curricular changes of 20% or more as well as changes to a culminating experience in a graduate program
- Addition of, or changes to campus-based academic policies effecting large segments of the student population
- Addition of, or changes to any undergraduate general education requirements

### **Guidelines for Academic University Report Detail (AURD):**

The following items should be placed in the Academic University Report Detail:

- Curricular changes minor enough to not require New York State Education Department approval
- Academic minors
- Standard international agreements (study abroad, student exchange)
- New courses
- Modifications to existing courses

### **Locating the Committee on Education Policy (CEP) Curriculum and Academic Policy (CAP) Report Detail and Academic University Report Detail (AURD):**

*January/February 2019 – Present*

Go to: <https://www2.cuny.edu/academics/academic-programs/academic-program-resources/academic-reports/>

## Locating the Chancellor's University Report (CUR):

Please note older Chancellor's University Reports are available at the Leonard Lief Library.

## Chronology of Curriculum Changes

In general, for curriculum changes to take effect as of a particular semester, the changes must be approved by the opening of registration for that semester (so changes effective as of the fall semester must be approved by the prior April when registration for that fall semester begins; changes effective as of the spring semester must be approved by the prior November when registration for that spring semester), as the following table indicates.

*For curriculum or program changes not requiring NYSED approval:*

UCC/GSC* Meetings	Senate Approval	Reports Published	Registration	Effective
September	October	November/December	April	Fall & Summer
October	November	January/February		
November	December	January/February		
December	February	March	November	Spring & Winter
February	March	April/May		
March	April	June		
April	May	June		
May	September	October		

For curriculum or program changes requiring NYSED approval the effective date is after NYSED approval. NYSED approval process may take several months or longer.

Undergraduate students are subject to program (i.e., major, minor, certificate, etc.) requirements in effect when they declare that program. However, if the requirements of an undergraduate program change, students currently enrolled in that program may elect to change from the requirements in place when they declared that program to the new program requirements. Readmitted students must complete the program requirements in effect when they are readmitted. In exceptional circumstances, determined by departmental advisors, a readmitted student may be allowed to remain under the original program requirements. All students enrolled in fall and summer 2019 whose program underwent revision prior to fall 2019 may take advantage of this policy.