Curriculum Change Flow Chart

Academic department approves changes to an existing degree program or course or a new course[1,2]

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Curriculum changes reviewed by OAA ↔ New and changed course numbers checked for prior use by Registrar

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Changes sent to the Curriculum Committee

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Curriculum Committee approves changes → Final versions of forms stored in Blackboard → Changes included in committee minutes and reports

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Academic Senate approves changes → Changes reported in the Academic Senate minutes

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Major program changes[3] submitted to NYSED for approval ← Changes submitted to CUNY in CUR

revisions

Curriculum changes approved by Chancellor, CUNY Board, or NYSED

4-semester degree plans modified ← | → Changes made in CUNY First for Fall registration

Affected articulation agreements modified

Department Chair approves modified 4-semester degree plans

Advisement Council notified of changes

Website changed

Changes made in the applicable catalog

Changes made in Degree Works

Changes implemented at the start of the next academic year
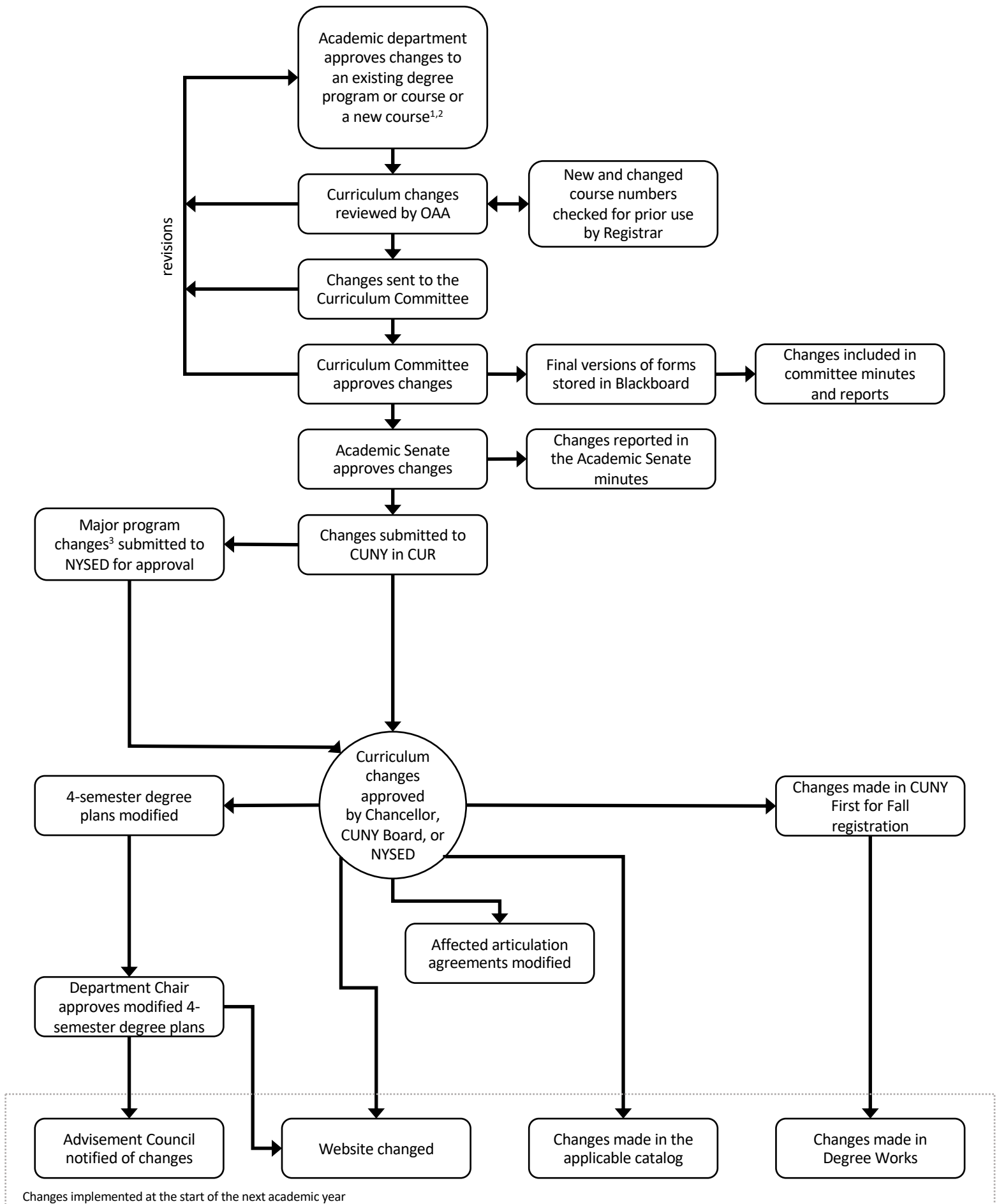
[1]The addition of courses to the QCC Common Core requires the approval of the CUNY Pathways committee. The course must be previously approved and registered in CUNY First before being submitted to the Pathways Committee. The Department must fill out the Common Core Submission form and send it to Arthur Corradetti, Dean of Institutional Effectiveness. He will submit to the committee through CUNY First. Pathways submissions are considered twice a semester. If the course is approved by the Pathways Committee, that will be reported to the Chancellor and then added to the catalog and website. Adding a course to the Common Core does not require the approval of the Curriculum Committee or the Academic Senate.

[2]Experimental Courses must be approved by the Curriculum Committee and the College President. The Academic Senate does not approve experimental courses. Once approved, they are reported to the Chancellor and registered in CUNY First. They are not added to the catalog or website. Experimental courses may only be offered for up to two semesters.

[3]Major program changes will not go into effect until approved by both CUNY and NYSED

Here is the list of changes that are considered be major:

Changes in Program Content
1. Cumulative change from the Department's last approval of the registered program of one-third or more of the minimum credits required for the award (e.g., 20 credits in an associate degree program)
2. Changes in the program's focus or design (e.g., eliminating management courses in a business administration program), including a change in the program's major disciplinary area
3. Adding or eliminating an option or concentration
4. Eliminating a requirement for completion, including an internship, clinical, cooperative education, or other work-based experience
5. Altering the liberal arts and science content in a way that changes the degree classification, as defined in Section 3.47(c)(1-4) of Regents Rules

Other Changes
1. Program title
2. Program award (e.g., change in degree)
3. Mode of delivery
4. Discontinuing a program
5. A format change that alters the program's financial aid eligibility (e.g., from full-time to part-time, or to an abbreviated or accelerated semester)
6. A change in the total number of credits of any certificate or advanced certificate program

Establishing New Programs Based on Existing Registered Programs
1. Creating a dual-degree program from existing registered programs
2. Creating a new program from a concentration/track in an existing registered program

Curriculum Change Checklist

☐ Changes fully approved by the Academic Department

☐ Changes described using the proper curriculum committee forms and sent to Michael Pullin in OAA

☐ OAA responded with feedback on the changes and confirms that new or changed course numbers have not been used previously

☐ Changes are described on the proper forms and submitted to the Chair of the Curriculum Committee

☐ All revisions to proposed changes recommended by the Curriculum Committee and OAA were made

☐ Curriculum Committee approved changes

☐ Academic Senate approved changes

☐ Changes included in Chancellor's Report

☐ Changes submitted to NYSED (if needed)

☐ Changes approved by the Chancellor's Office and NYSED (if needed)

☐ Changes made in CUNY First

☐ Changes made in Degree Works

☐ All affected 4 semester degree plans updated

☐ Updated 4 semester degree plans approved by Department Chair

☐ The Advisement Council notified of changes

☐ Any affected articulation agreements modified

☐ Changes made on the website

☐ Changes made in the catalog