Kingsborough Community College Curricular Process Flow Chart

Common proposals:
- New*/modified Degree**
- New*/modified Certificate
- New/modified course
- Pathways Proposal
- Change in pre-/co-req, designation, catalog description, title, credits, and hours.
- Course deletion
- Change in Academic Policy

Department Chair sends proposal to Provost’s Office with:
- Transmittal form
- Explanatory memo
- Current/Proposed degree OR
- Proposal new course, degree, certificate OR
- Proposed changes with From/To
- Any changes to the Liberal Arts degree are submitted to the Liberal Arts Sub-Committee for review. If approved, they are then forwarded to the Provost Office.

Kingsborough’s Curriculum Committee meets once each semester (typically October/May) to discuss and vote on agenda items

Approved Curriculum Committee agenda items presented for approval at the College Council Meeting (typically the second meeting of each semester November/May)

Agenda items approved by College Council are included in the next CUNY AUR or CAPPRA Report and then to BoT

Once AUR or CAPPRA/BoT approved, agenda items go into the College Catalog, published each Fall, to Academic Scheduling and Registrar to be added to or updated in CUNYfirst and/or Degree Works Audit

Items such as New Degrees/Certificates or Significant Changes to a Degree/Certificate (inclusive of adding/deleting a concentration) require NYSED approval before being included/updated in the College Catalog, Degree Works Audit, and/or CUNYfirst

*New Degree/Certificates discussed with Office of Academic Affairs (OAA) CUNY Central

**New Concentration or Deletion of Concentration discussed with Provost prior to submission.

Note: Curricular changes take at minimum a year. If a change is proposed Spring 2020 or Fall 2020, it will typically go into effect Fall 2021. Required NYSED approval may delay the process. For a more detailed breakdown of the curricular process, please refer to “Curriculum Development at KCC”, located at the following website: https://www.kbcc.cuny.edu/administration/academic_affairs/Documents/CurriculumDevelopmentatKCC.pdf.