KCC’S CURRICULUM CHANGE PROCESS: From idea to reality.*

**Common proposals:**
- new/modified course
- new/modified degree
- new/modified certificate
- new 82 course
- Pathways approval
- change in pre-/co-req, designation, catalog description, title, credits, hours
- course deletion
- change in academic policy

1. Department chair sends proposal to A-218 with**:
   • transmittal form
   • explanatory memo
   • “Current/Proposed” degree - OR-
     • proposal (new/82 course, degree, certificate) - OR-
     • proposed “From/To” change
2. Approved Items are added to the Curriculum Committee meeting agenda.

KCC’s Curriculum Committee meets each November to discuss and vote on agenda items.

Approved Curriculum Committee agenda items are presented for approval at the November College Council meeting.

Agenda items approved by College Council are included in the next University Chancellor’s Report (CUR), usually June or January. CUNY’s Board of Trustees approves the CUR at their next monthly meeting.

Once the CUR is approved, agenda items go into the Fall College Catalog, to Academic Scheduling and the Registrar to be added to CUNYfirst and DegreeAudit.

NOTE: A similar process is followed in the Spring semester (Mar-Jul) but changes do not appear in the KCC Catalog until the Fall of the following year.

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* Note: Making a curriculum idea into reality usually takes an entire year! ** find the transmittal and forms at www.kbcc.cuny.edu/sub-administration/sub-academic_affairs/Pages/forms.aspx *** i.e., if a change is proposed in Spring 2016 or Fall 2016, it will go into effect in Fall 2017. ¹ For information about this part of the process (e.g. proposal contents, modifications, remarks), please contact Amanda Kalin (Amanda.Kalin@kbcc.cuny.edu or ext. 4611). ² For information about this part of the process (e.g. modifications, rejections), please contact Curriculum Committee Chair Edward Martin (edward.martin@kbcc.cuny.edu). ³ Please note that new 82 courses are not reported in the CUR; once an 82 course is approved at College Council, it may be offered the next semester but for no more than two semesters.