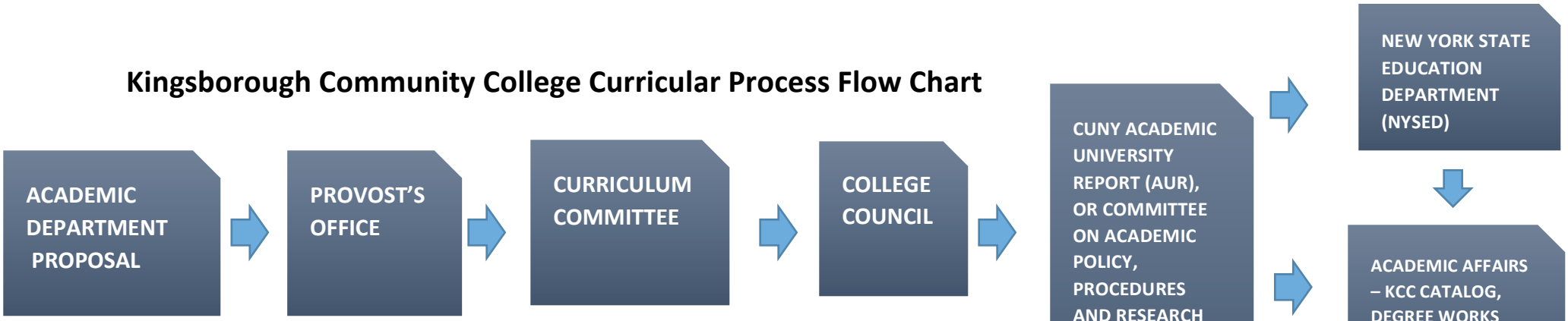
Kingsborough Community College Curricular Process Flow Chart



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

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

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

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.

Approved Items are added to Curriculum Committee Meeting Agenda

Remanded Items are sent back to the Academic Department

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

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.