City College Curriculum Proposal Process

Is this a new program or modification of an existing program?
- Yes: Create CURRENT and Proposed Plans of Study
- No: Complete and sign curriculum change forms

Is this a simple course change? (No change to plan of study?)
- Yes: Submit signed hard copies to Committee Chair
- No: Complete course outline form

Complete course outline form
Create course syllabi
Complete and sign curriculum change forms
Obtain approval signatures from Dept Chair and Assoc Dean
Submit signed hard copies to Committee Chair

Curriculum Committee Reviews
Changes: Minor
Committee Chair makes changes
Changes: Provisional
Faculty makes suggested changes
Changes: Further review
Faculty makes suggested changes

Curriculum Committee Approval
Committee Chair prints colored copies
Dean’s Admin Asst. obtains approval signatures then forwards all to UCC
Faculty attends Undergraduate Curriculum Committee