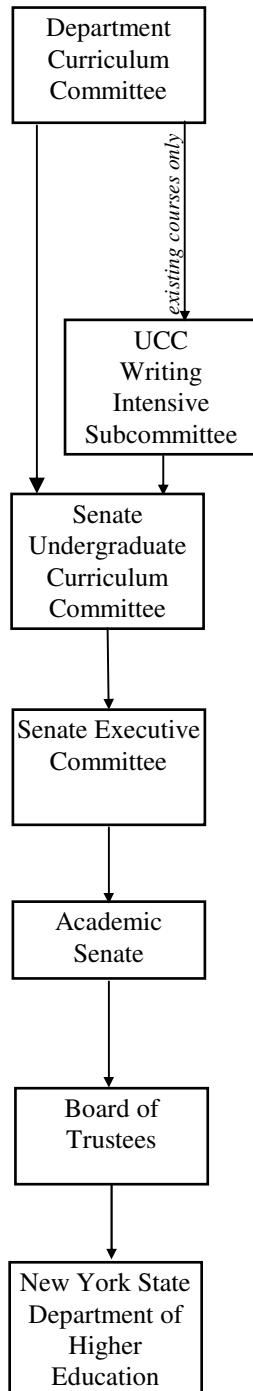


**Queens College  
Undergraduate Curriculum Committee**

## **A Guide to Undergraduate Curriculum Changes**

Making changes to your undergraduate curriculum requires many steps through several committees of the College and the University. We hope the following guidelines will help explain the process, and will guide you in preparing your materials so your changes may be done as quickly as possible.

The path your proposals take through these committees is listed at the left.



The UCC expects that any proposal it receives has been approved by the department (usually through the departmental curriculum committee). Each department should have one contact person (usually the chair of the department's Curriculum Committee) in the event the UCC has questions about the proposal.

*Note: Proposals for **new programs** must be submitted via a "Letter of Intent." A booklet describing the format for this document may be obtained from the Provost. Changes to minors which are less than 23 credits and require no courses outside the department do not need UCC approval, but should be sent to the UCC as information..*

Departments which have courses they would like to add to the list of writing-intensive courses, or have proposals for new models of writing-intensive courses should send these proposals to the Writing-Intensive Subcommittee c/o The Director of Composition in the English Department.

The UCC will review the proposal to assure it is complete and consistent, and that it conforms to Senate, College and University policies. The UCC tries to meet shortly before the Executive Committee so that material may be sent to the EC as quickly as possible. For example, a proposal received in time for a UCC meeting on the third Thursday in **January** would likely be reviewed by the Executive Committee on the fourth Thursday in **January**.

The Senate's Executive Committee reviews the UCC report for form (but not content) and puts it on the agenda for the next meeting of the Academic Senate (generally the second Thursday of the next month). A proposal approved by the Executive Committee in **January** would likely be on the agenda for the **February** Senate meeting.

Once the Senate approves curriculum changes, they must be forwarded to the Board of Trustees. A member of the department who is familiar with the proposal should attend the Senate meeting in case any questions arise. The preparation of the *University Report* is done about six weeks before the date of the Board's meeting. Thus, items approved at a Senate meeting on the second Thursday of **February** will be due in the Human Resources office by the first Friday in **March** to be put on the University Report for the meeting on the last Monday of **April**.

No changes may be implemented by a department until they are approved by the Board of Trustees.

New programs (e.g., new majors or tracks within a major) must be submitted on the *University Report* to the NYS Department of Higher Education. They will receive a "HEGIS" code and a "Program Code", at which time they will be given a "major code" by the registrar at the college. New programs may not be advertised anywhere, including the college *Bulletin*, until they have received approval from the State Education Department.

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## Submission of Curriculum Changes

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Curriculum changes submitted to the Academic Senate's Undergraduate Curriculum Committee must be submitted **electronically**, either through electronic mail (e-mail) or magnetic media (disk), directly to the committee. The following format should be used in either case.

Many departments are familiar with the old "major change form" and "minor change form". **Please note that the use of these forms has been discontinued.** There is no longer a distinction between a "major" change and a "minor" change. We simply refer to the "type" of change.

### Types of Changes

- Changes to the Requirements for a Major (*note that proposals for new majors or programs should be done directly with the Provost*)  
Any changes to the requirements for a Degree Program (a "major"), such as required courses, required credits, lists of electives, minimum grade requirements (for individual courses or overall average in the major), and admissions criteria.
- New courses
- Changes to Existing Courses (number, title, hours, credits, prerequisites, description)
- Withdrawal of a Course

<i>These kinds of changes...</i>	<i>Must be approved by...</i>
<ul style="list-style-type: none"> <li>• Courses removed from the reserve list.</li> </ul>	UCC
<ul style="list-style-type: none"> <li>• Changes in the LASAR course list.</li> <li>• Courses added to the reserve list.</li> <li>• Writing-Intensive Courses</li> </ul>	UCC and Academic Senate
<ul style="list-style-type: none"> <li>• Change to a program (major), including required credits and courses, changes in admissions criteria, minimum grade requirements.</li> <li>• New courses.</li> <li>• Changes to existing courses (number, title, prerequisites, hours, credits, description)</li> <li>• Courses withdrawn</li> </ul>	UCC, Academic Senate and Board of Trustees
<ul style="list-style-type: none"> <li>• New majors and programs.</li> </ul>	UCC, Academic Senate, Board of Trustees and State Education Department

### Changes that Affect other Departments

If your curriculum changes will have an effect on another department (for example, requiring another department's course as a prerequisite, or including or removing other department's courses in your own major) you must include a letter from the affected department approving of the changes.

### Writing-Intensive Courses

Departments that would like to have *existing* courses added to the official list of writing-intensive courses should send proposals to the Writing-Intensive Sub-Committee, care of the Director of Composition in the English Department. The criteria for approval of courses as writing-intensive and other important information may be found at [www.qc.edu/Writing](http://www.qc.edu/Writing).

Departments that would like to propose a *new* course and also have it approved as a writing-intensive course should first submit the course for approval to the UCC. Once it is approved by the UCC, a proposal may be sent to the Writing-Intensive Subcommittee.

### Changes to Descriptive Text in the Bulletin

Changes to descriptive text in the bulletin for a department do not need UCC approval if there is no change to any of the curricular requirements. Departments may mark up their bulletin pages when the proofs are distributed by the Publications Office. Examples of changes which do not need approval are those in staffing, rooms, phone numbers, web pages, general description of your discipline and advising issues for majors.

## Format for Describing Changes

Each change should be preceded with a line that states what type of change you are making (such as “change in hours and credits”, “change in prerequisite”, “new course”).

For new courses, list **all** information about the course (number, title, hours, credits, prerequisites and description).

For changes to a course, list **all** information about the course (number, title, hours, credits, prerequisites and description) **twice**. If there is no change in the description, the description need not be included.

- The first listing should be preceded by the word “From:” and should show the complete current wording **as stated in the College bulletin**, and use ~~strike through~~ to mark any text that is to be deleted.
- The second listing should be preceded with a line that says “To Read:”, and any new text should be underlined.

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### EXAMPLES

#### I. Change to a Major:

Any changes to the requirements for a Degree Program (a “major”), such as required courses, required credits, lists of electives, minimum grade requirements (for individual courses or overall average in the major), and admissions criteria.

##### Example:

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Change to a Major: Basket Weaving

From:
Basket Weaving majors are required to take six courses in
Basket Weaving at the 300-level. In addition, two semesters
of physics is required, as well as Mathematics 130, 233 and
241.

To Read:
Basket weaving majors are required to take seven courses in
Basket weaving at the 300-level. In addition, two semesters
of physics or chemistry are required, as well as Mathematics
130 and 241.

Justification:....
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**The justification is required for every change.**

#### II. New courses.

Each new course proposal requires a department name, number, title, hours, credits, prerequisites and bulletin description. Course hours are presumed to be classroom hours; lecture or recitation hours should be stated separately. If the number of classroom hours is not equal to the number of credits a justification is required.

Recitation and laboratory credits are usually equated to credits on a two- or three-to-one basis.

Course numbers should follow the guidelines stated in the Undergraduate Bulletin.

New course proposals also require a syllabus which includes texts and exam formats. (These need not be submitted electronically), and a justification is required. This justification should be curricular or pedagogical, not “administrative”, such as the addition of a new faculty member.

##### Example:

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New course:

BSKTW 101. Introduction to Basket Weaving.
3 hours, 3 credits. Prerequisite: Math 201.
Introduction to basic baskets. No previous knowledge of baskets is
required.

Justification: . . .
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### III. Changes to existing courses.

Change in title, hours, credits, prerequisite or description.

Each change should have a heading indicating the type of change.

- The first listing should be preceded by the word “From:” and should show the complete current wording **as stated in the College bulletin**, and use ~~strickthrough~~ to mark any text that is to be deleted.
- The second listing should be preceded with a line that says “To Read:”, and any new text should be underlined.

#### Example:

Change in title:

From: BSKTW 204. ~~Easter~~.  
3 hr., 3 cr. Prerequisite: BSKTW 101.

To read:  
BSKTW 204. Non-traditional Springtime Baskets.  
3 hr., 3 cr. Prerequisite: BSKTW 101.

Justification:

### IV. Courses withdrawn.

You need only give the department, number and title. Justification is not necessary.

#### Example:

Courses withdrawn:

BSKTW 206: History of Sombreros.  
BSKTW 310: Underwater Basket Weaving.

## Methods of Electronic Submission

- Please prepare your changes in electronic form using a text editor or word processor.
- Use as little extravagant formatting as possible.
- Please do not use multiple spaces instead of tabs, and allow paragraphs to wrap rather than using “hard returns”.

**Send proposals as an email attachment to** [Lynda.Callahan@qc.cuny.edu](mailto:Lynda.Callahan@qc.cuny.edu)