Critical Dates for Scheduling Curriculum Development and Implementation

Please note the following critical dates for approving and implementing major program changes. Included in the table below are schedules for the full Senate meetings and Chancellor's Report (**CUR**) deadlines for the spring 2018 term. These are presented along with the meetings of Senate curriculum committees in order to facilitate your advance planning. <u>Materials should be received in the Senate office in their complete and final form no later than 12 days prior to the Course of Study meeting in order to appear on the agenda</u>. Meetings may be canceled when there are no items on the agenda.

When planning your curriculum development activities, please remember that no curricular changes may be implemented until they appear in a published CUR that has been approved by the Board of Trustees. It is necessary to allow approximately four weeks for the Registrar's office to update electronic systems to reflect approved changes. Also, note that new curricular programs will take longer to implement because there may be delays in their availability for students through CUNYfirst, which is now updated centrally. Given this, most proposals on or after the April Chancellor's Report should have an effective term of spring 2019. We recommend that the effective term be at least one year in advance.

The full guide to curriculum procedures is available at: http://www.hunter.cuny.edu/senate/curriculum-review-and-approval-1 and further guidance is available in person at the Senate Office. If you have any questions or concerns, please contact the Senate Office to schedule a consultation with the chair of the relevant curriculum committee.

2018 Spring CURs	Senate Submission Deadlines	Senate Meetings	UCSC	GCSARC
Feb./March	1/31	--		--
April	3/21	1/31, 2/14, 2/28, and 3/14	1/30, 2/13, 2/27, and 3/13	2/13, 2/27, and 3/13
June	5/9	3/28, 4/18, 5/2, and 5/9	3/27, 4/10, 4/24, and 5/8	3/27, 4/17, and 5/8
October	9/12	5/16.	5/15.	5/15.

Proposals for new degrees and changes in degrees are sometimes reviewed by the CUNY Committee on Academic Program, Policy, and Research (**CAPPR**) before they receive approval by the CUNY Board. These proposals must also be approved by the Hunter Senate and Senate curriculum committees (see their scheduled above). Proposals submitted for CAPPR review may be submitted to CUNY directly by the department or school. Below is CAPPR's spring schedule. (Note that materials for the January and Feb./March CAPPR meetings should have already gone through Senate approval and been received by CUNY.)

CAPPR:	Proposals due at CUNY:
April	3/12
June	5/7
October	9/4

The **CUNY Common Core Committees** will grant final approval of courses submitted for the Hunter Core Requirement (**HCR**). This spring, there will be two rounds of CUNY committee reviews. Departments should consult the Senate and Senate curriculum schedule above.

Hunter submission deadline:	Last Senate meeting:
2/23	2/14
4/27	4/18

Advance Notice for anticipated major curricular initiatives to be developed in the 2018-2019 academic year is requested by March 1, 2018. Such initiatives include but need not be limited to:
- New courses of study (degree programs, majors, minors, certificates)
- New schools, institutes, centers, departments, or programs
- Substantial changes to existing courses of study
- Program closures

See the tab Curriculum Review and Approval on the Senate website for information regarding the formatting of curriculum proposals.