

**Appendix 9: Confirmation of Submission to the Committee on Curriculum**

**QUEENSBOROUGH COMMUNITY COLLEGE**  
**The City University of New York**

**COMMITTEE ON CURRICULUM OF THE ACADEMIC SENATE**

Telephone  
Fax Email

DATE:

FROM: , Chairperson

TO: , Chairperson, Academic Department

**Confirmation of Submission to Committee on Curriculum**

This is to confirm receipt of your submission to the Committee on Curriculum.

- |                          |                  |
|--------------------------|------------------|
| <input type="checkbox"/> | New program      |
| <input type="checkbox"/> | Program revision |
| <input type="checkbox"/> | New course       |
| <input type="checkbox"/> | Course revision  |
| <input type="checkbox"/> | Course deletion  |

The following additional information is necessary for the Committee to begin to review your submission:

- incomplete new course template (see item )

Your submission will be discussed at the Committee on Curriculum Meeting on (date, time and room). Should there be any questions we will contact you immediately after the meeting. If your presence is needed you will be notified.

After approval, the item will be sent to the secretary of the Academic Senate Steering Committee to be included on the Academic Senate Agenda. The Committee on Curriculum needs to send the Monthly Report to the Steering Committee two (2) weeks prior to the Academic Senate meeting.

After the QCC Senate approves the proposals, they are sent to CAPP (Committee on Academic Policy, Program, and Research), the subcommittee of the Board of Trustees, which considers all curricular matters for recommendation to the full Board. CAPP meets each month during the semester, and limits its agenda to a few program proposals. Colleges (represented by the President, VP for Academic Affairs, and relevant department chair) present their new program proposals to CAPP. Once the new program is recommended by CAPP and approved by the full Board, the Central CUNY Office of Academic Affairs sends the program to the State Education Department.

Programs with NYS licensures require additional approval from the NYS licensing agency. It is after the State Education Department's formal approval that the program receives its official HEGIS code. The interim of time from Board approval to SED approval may be as long as several months.