

## **Instructions for Submitting CCPs (Curriculum Change Proposals) and GEPs (General Education Proposals) 2017/2018**

- The Fall 2017 deadline for submission of CCPs and/or GEPs to the College-Wide Curriculum Committee is **Friday, October 6, 2017** for implementation in the Fall of 2018. The Spring 2018 deadline is **Friday, March 9, 2018** for implementation in the Spring of 2019.
- Please access the Farmingdale State College Intranet under “administrative documents” to download the most recent CCP form (version 6.0) or GEP form (version 3.1).
- Once the CCP form and/or GEP form has been filled out (as per the instructions), send an **electronic version** (MS Word) of your CCP and/or GEP to **CWCC@farmingdale.edu**. Submit all CCP attachments electronically in MS Word. In addition, submit the **original documents**, complete with appropriate signatures, to **Dr. Jeff Hung, Chair of CWCC**.
- When filling out a CCP for a new or updated course, please include the appropriate **CIP code** for the course; you can access course CIP codes from the following website: (<http://nces.ed.gov/ipeds/cipcode/search.aspx?y=55>).
- When submitting a CCP for a **new course or a significantly changed course**, you must attach a **course outline/syllabus** compliant with the syllabus template posted on the intranet.
- When submitting a CCP for a **new program**, you must attach a **proposed curriculum display**.
- When submitting a CCP that affects the requirements of an existing program (including minors), you must attach **current** and **proposed curriculum displays**.
- When submitting a CCP for a change to an existing course, please fill out the first page with the **existing course information** (title, number, etc.), and fill out the second page with the course information as you are **proposing to change it**.
- When submitting a CCP for a new or existing course, please fill out ALL sections in the General Course Information, including specifying the programs that utilize the course for as a program requirement, technical elective, free elective, or Liberal Arts & Science elective.
- When submitting a CCP for a new course with a laboratory component, you must include information on laboratory in the course description and the laboratory must be indicated as a corequisite for the theory.

- Please make every effort to use grammatically correct English, particularly in the Catalog Description. Additionally, please keep your titles and descriptions to an appropriate length and maintain consistency in the titling of courses in all documents submitted to the Committee.
  
- Please acquire **signatures** from all **relevant Department Chairs and School Deans** when submitting CCPs, especially those which require changes in program curricula. Several CCPs affect more than one curriculum; getting signatures from department chairs and deans from other programs that may be affected by a given CCP ensures communication across the Campus community. The Committee cannot consider such proposals without the appropriate signatures.
  - Please ensure that each person who signs the CCP also **checks the appropriate box** (“approve,” “disapprove,” or “abstain”).
  - If materials are required to be purchased by the Library, please check appropriate box on the first page of the CCP, and contact the Library Faculty CWCC member at x2184.
  - When submitting GEPs, please note that the Campus Contact Person should remain Dr. Laura Joseph; do not edit this section to include the name of the preparer.
  - All CCPs with General Education requirements must also include a completed GEP form, which **must** include a list of **Student Learning Outcomes**.
  - When determining the SUNY-GER Category for your GEP, please consult the guidelines available on the Intranet.

**If you have any questions, please contact:**

**Dr. Jeff Hung, Chair of CWCC**

**Lupton Hall 148-B**

**631-420-2243**

**Dr. Emily A. Fogarty, Secretary of CWCC**

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**631-420-2634**