John Jay College of Criminal Justice

Office of Academic Programs

**Academic Program Revision Form**

When completed email the proposal form in a word-processed format for UCASC or CGS consideration and scheduling to kkilloran@jjay.cuny.edu. (Or provide a Dropbox folder link)

1. **Date submitted**:
2. **Department or program proposing these revisions**:

	1. Name and contact information of proposer(s):
	2. Email address of proposer:
3. **Name of graduate program, major, minor or certificate program being revised**:

1. **Department curriculum committee** or other governance body (for graduate and interdisciplinary programs) which has approved these changes:
	1. Please provide the meeting date for approval:
	2. Name of department chair, major/minor coordinator or graduate program director approving this proposal:
2. **Please describe the curriculum changes you are proposing**:
(narrative or bullet points are acceptable if there is adequate explanation)
3. **Please provide a rationale for the changes**:
(narrative format to go to CUNY and NYSED reports)
4. **Will the proposed changes affect the Degree Map of an undergraduate major?** (Degree Maps can be found on the Major Advising Pages at: <https://www.jjay.cuny.edu/academics/academic-resources-services/academic-advisement-center/major-advisement-resources>, click on your Program>Monitor Progress in Major).
5. **How do these proposed changes affect other academic programs or departments**?
	1. Which program(s) or department(s) will be affected?
6. **Please summarize the result of your consultation with other department(s) or program(s) being affected by these changes**:

UCASC and CGS suggests prior consultation with academic department chairs, UCASC representatives, program directors and major or minor coordinators of affected departments

(coordinators can be found in the UG Bulletin <http://www.jjay.cuny.edu/college-bulletins>, a list of UCASC members can be found at: <http://www.jjay.cuny.edu/members>). CGS members can be found here: <https://new.jjay.cuny.edu/members-list>.

1. **Please attach the current bulletin information** for the program reflecting the proposed changes. (Kathy Killoran (kkilloran@jjay.cuny.edu) will provide you a copy in Word format upon request).