Effective in fall 2020, a new eform, called **Request for Core Course Addition or Deletion**, is available for faculty to use. When the faculty member begins the request to add a new core course, change an existing course to a core, or relocate an existing core course to a different core category, the faculty will also need to submit a copy of a completed course description and an appropriate **Core Curriculum Syllabus Template** as part of the eform submission. After all approvals, course descriptions for a new course and/or revisions for an existing course will be required in **Catbook**, UT Dallas’ online course inventory system, which requires log-in. When faculty submits the request, the eform will be routed electronically for school/department approval until it reaches the Chair of the Core Curriculum Committee (CCC). If a core course is requested for deletion, then the faculty member will choose whether the course is removed from the core curriculum and/or completely from the course inventory.

By completing the eform, it will ensure that the core course’s student learning objectives/outcomes are mapped to the required core objectives within the Foundational Component Area and Component Area Option as required by **Texas Administrative Code (TAC)**, Title 9, Chapter 4, Subchapter B, §4.28-§4.31. The documentation also will be retained as part of the University’s certification that it adheres to these TAC requirements.

The CCC chair will share the electronic proposed core requests with the CCC members to facilitate discussion and review during their meetings. Upon approval, the CCC chair will then route them through the internal governance approval process, obtaining the necessary approvals.

Please note: The Provost’s Office recommends that no students be enrolled into the proposed core course until approval is secured from the Texas Higher Education Coordinating Board (THECB). If the course already exists, then the syllabus must show that the course will not count as a core until THECB approval is received.

## Internal Review

1. Faculty/course instructor submits the completed **Request for Core Course Addition or Deletion** with appropriate paperwork as needed.
2. The eform is routed electronically to the appropriate Associate Dean of Undergraduate Education (ADU).
3. ADU reviews and verifies that the request meets requirements.
4. ADU secures evidence of vote/approval by program and/or school faculty.
5. ADU routes the eform to the CCC Chair, Dean of Undergraduate Education, and Associate Provost for Policy and Program Coordination for discussion.
6. The CCC Chair will distribute proposed requests to the CCC committee for discussion and approval.
7. The CCC Chair will route proposed/approved requests to the Dean of Undergraduate Education as the chair of Council for Undergraduate Education (CUE).
8. Council for Undergraduate Education approval
9. Committee on Educational Policy approval
10. Academic Council/Senate approval
11. The Associate Provost for Policy and Program Coordination’s office will work with the Office of the Registrar to

[https://provost.utdallas.edu/academic-program-proposals/core-change/makepdf](https://provost.utdallas.edu/academic-program-proposals/core-change/makepdf)
ensure the new course descriptions are entered into both Catbook and the state’s course inventory, existing courses are updated in Catbook, and/or the deleted courses are removed from the core curriculum and if needed, from both Catbook and the state’s course inventory.

12. The Associate Provost for Policy and Program Coordination’s office will review, prepare, and submit the proposed requests by certifying that its core curriculum adheres to the TAC requirements.

External Review

1. THECB email acknowledging institution receipt and approval of proposed requests

1. Pursuant to school’s bylaws.