Effective in fall 2020, a new eform, called Request for Core Course Addition or Deletion, is available for faculty to use. The core course in question is actually a general education course, known as “core” on the undergraduate level; the core course is not a major core course within the undergraduate or graduate degree programs. Additional details about the core course and the core curriculum can be found in the undergraduate catalog.

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.

NOTE: The Provost's Office recommends that no students be enrolled into the proposed core course until the Texas Higher Education Coordinating Board (THECB) sends an email to acknowledge institution receipt of proposed core course requests. If the course already exists, then the syllabus must show that the course will not count as a core until the THECB email is received.

Internal Review

1. Faculty member requests to add a new core course, change an existing course to a core course, or relocate an existing core course to a different core category by logging in and open the eform, Request for Core Course Addition or Deletion.

2. Faculty/course instructor submits the completed Request for Core Course Addition or Deletion with a copy of a completed course description and an appropriate Core Curriculum Syllabus Template as part of the eform submission.

3. 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 state's course inventory by selecting the appropriate "purpose of request" within the eform.

4. The eform is routed electronically to the appropriate Associate Dean of Undergraduate Education (ADU).

5. ADU reviews and verifies that the request meets requirements.

6. ADU secures evidence of vote/approval by program and/or school faculty.

7. ADU routes the eform electronically to the Core Curriculum Committee (CCC) Chair, Dean of Undergraduate Education, and Associate Provost for Policy and Program Coordination for discussion.

8. The CCC Chair will distribute proposed requests to the CCC committee for discussion and approval.

9. The CCC Chair will route proposed/approved requests to the Dean of Undergraduate Education as the chair of Council for Undergraduate Education (CUE).

10. Council for Undergraduate Education approval

11. Committee on Educational Policy approval

12. Academic Council/Senate approval

13. The Associate Provost for Policy and Program Coordination's office will work with the Office of the Registrar to ensure the new course descriptions are entered into both Catbook and the state's course inventory, existing courses are updated in Catbook, and the deleted courses are removed from the core curriculum and if needed, from both Catbook and the state's course inventory.
14. 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 of proposed core course requests

   1. Pursuant to school's bylaws.