Changes to Existing Course That Is Already In The Core OR Being Submitted for Inclusion in the Core

Steps for Submission
Step 1: Department prepares and submits a Bearquest for changes to an existing course.

Step 2: Once a Bearquest is submitted, it will go to the Core Curriculum Advisory Committee (CCAC) for consideration.

Steps for Review
Step 3:
   a. If the CCAC approves the new course for the Core with no changes, then the Bearquest is released to the A&S Curriculum Committee (A&S CC).
   
   b. If CCAC requires changes, the CCAC will return the Bearquest back to the Department with instructions on resubmission criteria. Once Bearquest is resubmitted, it will be sent once again to the CCAC.

   If Bearquest changes align with requirements, then the CCAC will then release the Bearquest to the A&S CC for consideration.

Step 4:
   a. If the A&S CC approves the new course with no changes, then the Bearquest is released by CC to the Dean of A&S for approval, who will then release it to the University CC.

   b. If the CCAC approves the new course, but the CC requires changes, then there are two pathways:

      1. If the required changes by the A&S CC are minor changes, such as title or description changes for catalog uniformity, then the A&S CC will notify the CCAC & Department of their decision to make these minor changes and the Bearquest will be released to the Dean for approval.

      2. If the required changes by the A&S CC are substantial in nature, then the A&S CC will send the Bearquest and accompanying documentation back to the CCAC, along with a memo explaining the need for further consideration and clarification by the CCAC.