Adding an existing course to the core that does not require catalog changes

Steps for Submission

Step 1: Complete the Common Course or Distribution List Course Application form found at www.baylor.edu/as_core_submissions and the Course Template with the syllabus information found at www.baylor.edu/as_core_submissions.

Step 2: Email these documents to as_core_submissions@baylor.edu for the Core Curriculum Advisory Committee (CCAC) to review.

Steps for Review

Step 3:

a. If the CCAC approves the course for the Core with no changes, then the course is released to the A&S Curriculum Committee (A&S CC).

b. If CCAC requires changes, the CCAC will return the course back to the Department with instructions on resubmission criteria. Once the course is resubmitted, it will be sent once again to the CCAC. If changes align with requirements, then the CCAC will then release the course to the A&S CC for consideration.

Step 4:

a. If the A&S CC approves the course with no changes, then the course is released by CC to the Dean of A&S for approval.

b. If the CCAC approves the 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 course 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 course and accompanying documentation back to the CCAC, along with a memo explaining the need for further consideration and clarification by the CCAC.