New Courses Proposed for the Core:

Steps for Submission

Step 1:
   a. Department prepares a Bearquest for a new course proposed for the Core. Please indicate in the Bearquest drop-down menu that this new course is for inclusion in the A&S Core Curriculum (A&SCC).

Step 2:
   a. Department also must complete both the ‘Course Application Form’ and the ‘Course Template Form’ found on the A&S Core Submissions website (www.baylor.edu/as_core_submissions), and attach these two documents to the Bearquest for the new course.
   b. Note: Departments should verify that the information in Bearquest matches the information provided on these two forms, including titles, course description, etc.

Step 3:
   a. Department submits the Bearquest for a new course. Once submitted, this Bearquest goes to the Core Curriculum Advisory Committee (CCAC) for review.

Steps for Review

Step 4:
   a. If the CCAC approves the new course for the Core with no changes, then the Bearquest is released to the A&S CC.
   b. If CCAC requires changes, the CCAC will return the Bearquest back to the Department with instructions on resubmission criteria. Once the 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 5:
   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.