Step-by-Step Instructions for Course Submissions
to the Oversight Committee on the Core Curriculum

There are three possibilities for courses to become part of the 2014 core.

**Option 1** is for current core courses realigning for 2014 with no catalog changes.

**Option 2** is for current core courses realigning for 2014 and also making catalog changes (e.g. moving to another core component area, changing catalog description, prerequisites, etc.).

**Option 3** is for courses not in the current core that wish to be added to the new core.

Deadlines for submission to the OCCC can be found here: [http://vpaa.unt.edu/curriculum-committee.htm](http://vpaa.unt.edu/curriculum-committee.htm)

**OPTION 1**
For current core courses realigning for 2014 with no catalog changes

**Step 1.1:** Complete COC-200 (Core Curriculum Course Justification and Assessment Plan) which can be found here: [http://vpaa.unt.edu/forms-templates.htm](http://vpaa.unt.edu/forms-templates.htm), under CURRICULUM. A short video on the use of this form can be found here.

**Step 1.2:** When COC-200 is complete, but prior to seeking college approval signatures, it is strongly recommended that you schedule a consultation with the Oversight Committee on the Core Curriculum member from your senate voting group. The OCCC member will review COC-200 form and provide feedback. To schedule a consultation, email coreconsult@unt.edu or your senate voting group representative directly (found here). Please include your department and senate group number (found here) in your email. There is a line on the COC-200 form where you can print the name of your consultant before you proceed to Step 1.3. Note that the required departmental approval may be sought before or after OCCC consultation (if used) based upon individual departmental policy/norms.

**Step 1.3:** Route your form and supporting materials through the proper channels for the required approval signatures indicated on COC-200.

**Step 1.4:** All signed, original forms should be submitted to Mandy Rausch via the Catalog & Curriculum Support mailbox in Hurley Administration Building, Room 207, or at North Texas Lofts, Room 120 (next door to College Inn on North Texas Blvd). Mandy will generate a confirmation of receipt and submit a copy of the forms to the OCCC for review.

**Step 1.5:** When the OCCC has obtained a majority vote on the course, the Dean, Department Chair, and Course Designer will be notified as to the Committee’s decision.

**OPTION 2**

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For current core courses realigning for 2014 and also making catalog changes (e.g. moving to another core component area, changing catalog description, prerequisites, etc.).

**Step 2.1:** Complete UCC-C-108 (Request for Change in Existing Core Curriculum Course) which can be found here: [http://vpaa.unt.edu/forms-templates.htm](http://vpaa.unt.edu/forms-templates.htm), under CURRICULUM. Note that COC-200, in Step 2.2 below, takes the place of the “justification” box on UCC-C-108.

**Step 2.2:** Complete COC-200 (Core Curriculum Course Justification and Assessment Plan) which can be found here: [http://vpaa.unt.edu/forms-templates.htm](http://vpaa.unt.edu/forms-templates.htm), under CURRICULUM. A short video on the use of this form can be found [here](http://vpaa.unt.edu/forms-templates.htm).

**Step 2.3:** When UCC-C-108 and COC-200 are complete, but prior to seeking college approval signatures, schedule a consultation with an Oversight Committee on the Core Curriculum member from your Senate Group. The OCCC member will review forms and provide feedback. To schedule a consultation, email coreconsult@unt.edu or your senate voting group representative directly (found [here](http://vpaa.unt.edu/forms-templates.htm)). Please include your department and senate group number (found [here](http://vpaa.unt.edu/forms-templates.htm)) in your email. There is a line on the COC-200 form where you can print the name of your consultant before you proceed to Step 2.4. Note that the required departmental approval may be sought before or after OCCC consultation based upon individual departmental policy/norms.

**Step 2.4:** Once your consultation is complete, route your forms and supporting materials (including a syllabus) through the proper channels for the required approval signatures indicated on each form.

**Step 2.5:** All signed, original forms should be submitted to Mandy Rausch via the Catalog & Curriculum Support mailbox in Hurley Administration Building, Room 207, or at North Texas Lofts, Room 120 (next door to College Inn on North Texas Blvd). Mandy will generate a confirmation of receipt and submit a copy of the forms to the OCCC for review.

**Step 2.6:** When the OCCC has obtained a majority vote on the course, the Dean, Department Chair, and Course Designer will be notified as to the Committee’s decision.

**OPTION 3**

For courses not in the current core that wish to be added to the new core

**Step 3.1:** Complete UCC-A-102 (Request for Change in Existing Core Curriculum Course) which can be found here: [http://vpaa.unt.edu/forms-templates.htm](http://vpaa.unt.edu/forms-templates.htm), under CURRICULUM. Note that COC-200, in Step 2.2 below, takes the place of the “justification” box on UCC-A-108.

**Step 3.2:** Complete COC-200 (Core Curriculum Course Justification and Assessment Plan) which can be found here: [http://vpaa.unt.edu/forms-templates.htm](http://vpaa.unt.edu/forms-templates.htm), under CURRICULUM. A short video on the use of this form can be found [here](http://vpaa.unt.edu/forms-templates.htm).
Step 3.3: When UCC-A-102 and COC-200 are complete, but prior to seeking college approval signatures, schedule a consultation with an Oversight Committee on the Core Curriculum member from your Senate Group. The OCCC member will review forms and provide feedback. To schedule a consultation, email coreconsult@unt.edu or your senate voting group representative directly (found here). Please include your department and senate group number (found here) in your email. There is a line on the COC-200 form where you can print the name of your consultant before you proceed to Step 3.4. Note that the required departmental approval may be sought before or after OCCC consultation based upon individual departmental policy/norms.

Step 3.4: Once your consultant is complete, route your forms and supporting materials (including a syllabus) through the proper channels for the required approval signatures indicated on each form.

Step 3.5: All signed, original forms should be submitted to Mandy Rausch via the Catalog & Curriculum Support mailbox in Hurley Administration Building, Room 207, or at North Texas Lofts, Room 120 (next door to College Inn on North Texas Blvd). Mandy will generate a confirmation of receipt and submit a copy of the forms to the OCCC for review.

Step 3.6: When the OCCC has obtained a majority vote on the course, the Dean, Department Chair, and Course Designer will be notified as to the Committee’s decision.