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

Deadlines for submission to the OCCC are 1 month prior to UCC deadlines which can be found here: http://vpaa.unt.edu/curriculum-committee.htm.

Courses may be considered for admission to the core at the same time as they are being considered for inclusion in the course inventory.

**Step 1:** Complete a UCC-A-102 (Request for Change in Existing Core Curriculum Course) or UCC-C-108* (Request for Change in Existing Core Curriculum Course) and a COC-200 all of which can be found here: http://vpaa.unt.edu/forms-templates.htm, under CURRICULUM. Note that the COC-200 takes the place of the “justification” box on the other forms.

**Step 2:** When the UCC-A-102/UCC-C-108 and COC-200 are complete, but prior to seeking college approval signatures, it is strongly recommended that you 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 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. Note that the required departmental approval may be sought before or after OCCC consultation based upon individual departmental policy/norms.

**Step 3:** Once your (optional) consultation is complete, route your forms and supporting materials (including a syllabus, maximum 4 pages) through the proper channels for the required approval signatures indicated on each form.

**Step 4:** All signed, original forms should be submitted to Mandy Rausch in the Catalog & Curriculum, ESSC Suite 202. Mandy will generate a confirmation of receipt and submit a copy of the forms to the OCCC for review.

**Step 5:** When the OCCC has obtained a majority vote on the course, the course will be forwarded to UCC for their final approval.

* UCC-C-108 should be used for current core courses changing assessment methods or making catalog changes (e.g. moving to another core component area, changing assessment method, changing catalog description, prerequisites, etc.).