Instructions for the Core Curriculum Cover Sheet – Fall 2015

1. Name of the academic department submitting the request.
2. The four letter course prefix and three digit number under which it is currently listed (example: MATH 141)
3. The four letter prefix and four digit number under which the course is listed by the Texas Higher Education Coordinating Board in the Texas Common Course Numbering System (TCCNS). For example, MATH 141 is listed as MATH 1324. Not all courses are part of the TCCNS. Texas A&M courses included in the TCCNS are listed in Appendix B, page 980, of the Undergraduate Catalog, Edition 135.
4. The complete title of the course as currently listed in the catalog. For example, MATH 141 is “Business Mathematics I.”
5. The number of semester credit hours (SCH) the course offers. MATH 141 is 3 SCH.
6. Indicate the Foundational Component Area the course will satisfy. Details on the component area can be found at [http://www.thecb.state.tx.us/index.cfm?objectid=6F049CAE-F54E-26E4-ED9F0DAC62FABF7D](http://www.thecb.state.tx.us/index.cfm?objectid=6F049CAE-F54E-26E4-ED9F0DAC62FABF7D)
7. Some Core Curriculum Courses may also meet the International and Cultural Diversity (ICD) requirement. A complete description of ICD can be found on page 19 of the Undergraduate Catalog, Edition 135. Indicate if this course is to be considered for ICD.
8. Indicate how often the course will be taught. For example, will it be taught every fall semester, every spring semester, every fall and spring semesters, every-other summer term, etc.?
9. How many sections of the course will be offered each time it is taught?
10. How many students will enroll in the course (a total of the seats in all of the sections)?
12. The complete and final course syllabus should be attached to this form. In addition to the minimum syllabus requirements, the syllabus should show how the core objectives will be met. The individual submitting this form will be notified with the date the course is to be considered by the Core Curriculum Council (CCC). A representative should attend the CCC meeting to respond to questions or provide clarification while the course is under consideration.
13. The faculty member who will be instructing this course should sign the form and submit it, along with the course syllabus, to the Department Head for approval.
14. The head of the academic department under which the course is offered should sign and submit the form and the syllabus and submit it to the College Dean or Designee. In most cases, the Undergraduate Dean will serve as the designee.
15. The Dean or Designee will sign and submit the form.
16. Submit completed and signed forms as follows:

   For existing courses ([submission due date: 10/27/2014](#)) - submit electronically to [fso-ccc@tamu.edu](mailto:fso-ccc@tamu.edu) or send to mailstop 1125 (attention: Kristin Harper)

   For new courses and course changes ([must be submitted to Undergraduate Curriculum Committee by 11/26/2014](#)) - New courses and changes to courses must first be approved by the Undergraduate Curriculum Committee (UCC) ([http://ucc.tamu.edu](http://ucc.tamu.edu)). New courses or changes to courses should be submitted through the normal curricular approval process ([http://curricularservices.tamu.edu/forms/](http://curricularservices.tamu.edu/forms/)). The Core Curriculum documents should be included in this submission. New courses and changes to courses that are approved by UCC will then be sent to the Core Curriculum Council for approval. Please include materials in the following order: (1) New Course or Change in Course form; (2) Course Syllabus; (3) Materials supporting new or changed course as normally required by UCC; (4) Core Curriculum Cover Sheet; (5) Core Curriculum Foundational Component Area(s)

Note: The Texas Higher Education Coordinating Board maintains a Web site with detailed information about the Core Curriculum [http://www.thecb.state.tx.us/index.cfm?objectid=6F049CAE-F54E-26E4-ED9F0DAC62FABF7D](http://www.thecb.state.tx.us/index.cfm?objectid=6F049CAE-F54E-26E4-ED9F0DAC62FABF7D)