

Guidelines for Additions, Deletions, and Changes to the Course Inventory, Core Curriculum, and Multicultural Requirements

Action	Date of Course Approval	Date Action Becomes Effective		
		Immediately	Spring Semester	Summer I
ADD a Course to Inventory, Core and/or Multicultural Requirements	Any Semester	X		
DELETE a course from Inventory, Core, and/or Multicultural Requirements	Fall Semester <i>Prior to</i> 1 st Day of Advance Registration	X (If course is not being taught during fall semester)	X (If course is being taught during fall semester)	
	Fall Semester <i>On or After</i> 1 st Day of Advance Registration	X (If course is not being taught during fall semester and has no spring registrations)	X (If course is being taught during fall semester but has no spring registrations)	X
	Spring Semester <i>Prior to</i> 1 st Day of Advance Registration	X (If course is not being taught during spring semester)		X (If course is being taught during spring semester)
	Spring Semester <i>On or After</i> 1 st Day of Advance Registration	X (If course is not being taught during spring semester and has no advance registrations)	<ul style="list-style-type: none"> • Effective Summer I if course is being taught during spring but has no advance registrations, • Effective NEXT spring if course has advance registrations. 	
	Summer Session	X (If course is not being taught during summer and has no fall registrations)	X (If course has fall registrations)	
CHANGE Title of Course	<ul style="list-style-type: none"> • Effective same semester of approval if subject matter stays the same. • If subject matter of course with new name differs significantly from course with old title, effective date will follow same rules as stated above for deleted course. 			
CHANGE Hours, Numbers, or Prefix of Course	Effective dates must follow the same rules as stated above for deleted courses.			

Other Considerations

- If a student completes a course that is part of the Core Curriculum and/or Multicultural Requirements list and the course is subsequently removed from one or both lists, the student's transcript will show that the course did qualify toward completion of one or both requirements. Other students taking the course in subsequent semesters cannot use the course to fulfill those requirements.
- Because the Core Curriculum changes each semester as a result of additions, deletions, and changes, students are not subject to completing the Core Curriculum as it existed at the time of their enrollment. They are, however, subject to fulfilling the number of course hours required in each of the seven study areas (e.g., humanities, mathematics).
- Although the printed catalog will report the Core Curriculum and Multicultural Requirements in existence at the time of printing, changes that occur after publication will appear on the html online catalog (in blue text) as the changes become effective.

Notifications

- After all decisions have been approved by the Provost/Senior Vice President for Academic Affairs, the minutes of the Core Curriculum Committee should be sent monthly to the following:
 - Department Chair originating any proposals acted on by the GEC
 - Academic Council
 - Institutional Research and Information Management
 - Senior Administrator—University Academic Advising
- After the Provost/Senior Vice President for Academic Affairs has approved the recommendations of the Academic Council and signed the course approval forms, an updated electronic copy of the course summary (showing only approved courses) should be transmitted to the Senior Administrator —University Academic Advising, who in turn will distribute the summary throughout the university's advising system.