Instructions for Submission of Core Curriculum Change Requests

All public institutions of higher education that wish to make changes to their core curricula must submit a core curriculum change request to the Division of Academic Affairs and Research for review and approval. This ensures compliance with the framework of the core curriculum as approved by the Coordinating Board and provides Board staff with a database of current core curricula that can be used when dealing with transfer issues and disputes. Board Rules define a change to the core curriculum as any addition or deletion of courses, a change in the number of semester credit hours (SCH) required in a specific component area, or a change in the overall number of SCH required for completion of the core curriculum. Current Board Rules concerning the core curriculum are linked here:

Chapter 4, Subchapter B, Section 4.28 (Note the "attached graphic" at this weblink that displays the Core Curriculum Charts One and Two)

The submission procedures for institutions are as follows:

1. If a request involves changing the overall number of SCH in the core curriculum or the number of SCH in a given component area, or the addition or deletion of a component area in Chart Two, documentation of prior approval by the institution's governing Board must accompany the request (Coordinating Board Rules, Section 4.31). A copy of the minutes from the institution's Board meeting showing the approval of the core curriculum changes is the preferred documentation.

2. The Chief Academic/Instructional Officer of the institution should prepare and electronically sign a form summarizing the request (please use the template given on the following page). This form contains the details of the requested changes in the following format:
    a. Delete course [prefix & number, course title] from the _____ component area
    b. Add course [prefix & number, course title] to the _____ component area
    c. Increase/Decrease the number of overall SCH in the core curriculum
    d. Increase/Decrease the number of SCH in the _____ component area
    e. Add/delete the _____ component area (only allowable for Chart Two)
    (When referring to a component area, be sure to include the TACRAO-recommended identifying number, e.g. 010 Communications, 020 Mathematics, 081 Additional Social & Behavioral Science, etc.)

3. The Chief Academic/Instructional Officer should submit the completed request form, along with an electronic copy of the full text of the proposed new core curriculum, including both Chart One and Chart Two, with each existing and new course listing (course prefix, number, and title), through the AAR web portal found here: https://www1.thecb.state.tx.us/apps/proposals/

4. Upon receipt, the request will be logged into the proposal tracking system. A staff member will be assigned to review the request for compliance with Board Rules on core curriculum, and with the policies outlined in the "Assumptions and Defining Characteristics" document, especially the alignment of course-level outcomes with the Exemplary Educational Objectives adopted for each component area/ Staff may ask for additional information if necessary. The institution should be prepared to submit a rationale for each change requested, showing how the learning outcomes for each course align with the Exemplary Educational Objectives for its component area.

5. Board staff will send a response letter to the institution, approving or denying each change requested.

6. Board staff will transmit the documentation for approved changes to a designated individual who tracks the changes and posts them online at the Texas Core Web Center hosted by Texas State University at San Marcos.