

Catalog changes to courses certified in the Core Curriculum

When a course has been certified in any Core Curriculum learning goal(s), a catalog change raises the question: does this represent a substantive modification to the content or structure of the course that may change its role in the Core Curriculum?

The [Core Requirements Committee \(CRC\)](#) has established a procedure for these cases.

Units making such changes should be prepared to submit the following:

1. A short memo describing the changes and the reasons for them;
2. A current syllabus for the course, clarifying any of the content and structure that may be changed;
3. An updated assessment plan, or formal confirmation that the existing assessment plan will continue to be used.

If the changes are deemed relatively minor, then the course will not have to go through a full CRC review.

SAS units can submit these materials directly through the course & curriculum system as part of the proposal to ***Change an Existing SAS course***. Please note:

- The *explanatory memo* should be added to the Courses Form under **Other Attachments**, in the Additional Information upload field.
- Confirmation that the *existing assessment plan will continue to be used* can be added to this memo, or uploaded as a second Additional Information document.

Other units participating in the Core Curriculum should forward these materials to the Chair of the CRC and SAS Assistant Dean of Assessment, at core-requirements@sas.rutgers.edu