2015–2016 Boston College Core Policies and Procedures

As of 1 July 2015, a new Office of the Associate Dean of the Core and a new oversight body, the University Core Renewal Committee (UCRC), are charged with overseeing and renewing the Core Curriculum as a whole.

During 2015–2016, fifteen new interdisciplinary Core Renewal pilot courses limited to first-year students will be taught. Core Renewal pilot courses will continue in 2016–2017 and 2017–2018. The vast majority of undergraduates will continue to fulfill their Core requirements under the familiar Core structure that has existed since 1991.

As we move forward, a number of policies and procedures will help better systematize what we do across campus. Three main areas are immediately relevant for department/program administrators: creation of new Core and Cultural Diversity classes; student applications for Core substitution credit; and Core Renewal pilot class scheduling. All questions can be sent to: bc-core21@bc.edu.

I. New Core and Cultural Diversity classes (not Core Renewal pilot classes)

Previously, faculty and departments proposed new Core/CD classes that were evaluated by the University Core Development Committee on a rolling basis. Approved classes were created in CM and UIS as well as given “L” or Cultural Diversity designation in a somewhat ad hoc way.

Henceforth the workflow for new Core classes will be systematized in the following way:

1. Faculty will submit applications for new Core/CD classes via a form on the university Core website <http://www.bc.edu/sites/core>. The form will be available in September 2015. Applications will be accepted four times a year according to the following calendar:

   October 1 … for courses to be taught (1) in the spring semester (thus in time for spring registration in November) or (2) the following academic year
   December 1 … for courses to be taught the following academic year
   February 15 … for courses to be taught (1) in the fall semester (thus in time for fall registration in April) or (2) the following spring semester
   April 1 … for courses to be taught the following spring semester

2. The UCRC will evaluate the proposals in a timely manner, normally within 10 business days of the deadline.

3. (a) The Office of the Associate Dean of the Core will notify the chair and the appropriate administrator of the faculty applicant’s department or program on the outcome of the UCRC decision.
   (b) If the proposal is accepted for Core credit, then the administrator can create the course in CM.
   (c) The Office of the Associate Dean of the Core will also notify Kathy Winarski who will then be able to approve Core course selection on the CM form. It is important that the department administrator, the department/program chair, and Kathy Winarski are all on the same page; she will return any CM requests that do not confirm the approvals she has learned from the Office of the Associate Dean of the Core.
   (d) Once the CM Core class creation is completed, the department administrator can then create the course in UIS.
   (e) Finally, for Cultural Diversity classes, once the course has been created in UIS, Kathy Winarski will manually add the CD designation.
Note on cross-listing and Core/CD courses: Core credit is typically assigned only in one of the distribution requirement areas (Philosophy, History, Social Science, etc.). If a syllabus is approved for Cultural Diversity credit, the course receives Cultural Diversity credit even if it is cross-listed in other departments beyond the applicant department. Departments wishing to cross-list courses for Core/CD credit should contact the Office of the Associate Dean of the Core who will facilitate communication among departments and Student Services.

II. Student Applications for Core Substitution Credit

Student Services process hundreds of course substitution requests every year for study abroad, summer, and non-BC courses. In an attempt to systematize this process across campus and cut down on last-minute requests, we will initiate the following procedure:

1. Students seeking Cultural Diversity substitution requests will apply via on a form on the university Core website <http://www.bc.edu/sites/core>. The form will be available in September 2015. Students seeking other Core substitution credit should contact the department/program Core representative or DUS that most closely matches the course and Core requirement (Theology, Philosophy, History, Literature, Writing, Fine Arts, Mathematics, Social Science, Natural Science). It remains at the discretion of each department/program to decide if a study abroad, summer, and non-BC course satisfies a non-CD Core distribution requirement.

2. Students should be made aware of the following deadlines:
   - October 1 … for students who took summer courses or who studied abroad the previous spring semester or full academic year
   - March 1 … for students who studied abroad the previous fall semester

Note: the Office of the Associate Dean of the Core is working with OIP and departments to create clean lists of pre-approved courses.

III. Core Renewal Pilot Class Scheduling

The deadline for AY2016–2017 Core Renewal pilot course proposals is Monday, October 5. Courses will be selected shortly thereafter. Due to the complex nature of these interdisciplinary classes, which include evening events and co-curricular activities, scheduling them will be the responsibility of the Office of the Associate Dean of the Core, which will keep department/program chairs and administrators in the loop as we move forward.

BC Core calendar 2015–2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>October 1, 2015</td>
<td>new Core course proposal deadline</td>
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<tr>
<td>October 5</td>
<td>AY2016–2017 Core Renewal pilot course proposal deadline</td>
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<tr>
<td>December 1</td>
<td>new Core course proposal deadline</td>
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<tr>
<td>February 15, 2016</td>
<td>new Core course proposal deadline</td>
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<tr>
<td>March 1</td>
<td>student Core substitution request deadline</td>
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<tr>
<td>April 1</td>
<td>new Core course proposal deadline</td>
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