

PROCESSES BY WHICH CORE CURRICULUM SUBCOMMITTEES (CCS) REVIEW COURSES PROPOSED TO FULFILL UNIVERSITY REQUIREMENTS

General Principles for the Review and Approval of Courses Taught at Notre Dame

- After an ND course has been approved by a CCS, the appropriate attribute within Banner will be attached to that course. Each time that course is taught in the future, the course will automatically be designated as fulfilling the appropriate University requirement, until such a time that the CCS indicates that the course no longer fulfills the university requirement.
- When a new course is submitted to the Registrar, the instructor or department representative may indicate whether the instructor would like the new course to be considered as fulfilling a particular university requirement. The Registrar will compile a list of all review requests and email the course instructor detailed instructions on what he/she needs to do to have the course reviewed by the relevant CCS.
- The materials required for the CCS to complete its review of a course taught at Notre Dame are listed in the table below.

General Principles for the Review and Approval of Courses Already Taken by Transfer Students at Another Institution

- The assistant/associate deans are responsible for reviewing a transfer student's transcripts and determining which transferred courses might be used to fulfill university requirements. If the deans have a particular question on the merits of a course, they should consult with the relevant CCS.

General Principles for the Review and Approval of Courses Taught in one of Notre Dame's Study Abroad Programs

- If a course taught abroad has been designated by the cognate department at ND as being equivalent to a course taught on the ND campus, and if the CCS has already judged that the equivalent ND course fulfills a university requirement, then the course taught abroad will automatically fulfill the same requirement without requiring CCS approval.
- All requests for foreign course approvals should come to the CCS through the Office of International Studies (OIS). Students should not directly approach a CCS. OIS will do its best to prepare the appropriate materials for the CCS to review the course. The CCS will report to OIS its final decision on the course.
- After an international course has been approved by a CCS, the appropriate attribute will be attached to that course. Each time that course is taught in the future, it will automatically be designated as fulfilling the appropriate University requirement, until such a time that the CCS indicates that the course no longer fulfills the university requirement.
- The materials required for the CCS to complete its review of a course taught in one of Notre Dame's study abroad programs are listed in the table below.

General Principles for the Review and Approval of Courses that Notre Dame Students Intend to Take at Another Institution during the Summer or on an LOA

- Before an ND student enrolls in summer courses at a different institution, he/she should visit his/her academic advisor and apply for pre-approval to transfer the credits back to ND.
- If the student's dean, advisor, DUS or designee from the cognate department determines that a course taught at another institution is equivalent to a course taught on the ND campus, and if the relevant CCS has already judged that the equivalent ND course fulfills a university requirement, then the course in question will automatically fulfill the same requirement without requiring CCS approval.
- If the student proposes that a nonequivalent course be allowed to fulfill a university requirement, the student is responsible for gathering adequate information on the course and providing it to his/her advisor. The advisor should forward the course information to the relevant CCS chair for consideration. By having the course reviewed well in advance, the student can be redirected to take a different course if the CCS determines that the proposed course does not fulfill a university requirement.

COURSE INFORMATION REQUESTED BY CORE CURRICULUM SUBCOMMITTEES (CCS)

CORE CURRICULUM SUBCOMMITTEE	MINIMAL INFORMATION CCS REQUIRES TO REVIEW A COURSE TAUGHT IN ON THE HOME CAMPUS	MINIMAL INFORMATION CCS REQUIRES TO REVIEW A COURSE TAUGHT IN ONE OF ND'S STUDY ABROAD PROGRAMS
First-Year Composition	<ul style="list-style-type: none"> • How many pages of writing will the course require? • What are the specific writing assignments? 	<ul style="list-style-type: none"> • How many pages of writing will the course require? • What are the specific writing assignments?
Fine Arts	<ul style="list-style-type: none"> • Course Title & credit hours • Course description (brief, an informative paragraph is fine) • Instructor: name • Departmental Contact (typically the Admin. Asst. for the Dept.) • Indication that the department chair or DUS in the relevant department has recommended that the course be approved as fulfilling the Fine Arts requirement 	<ul style="list-style-type: none"> • Course Title, & credit hours • Course description (brief; an informative paragraph is fine)* • Instructor: Name & Credentials • Syllabus • Number of contact hours (Length of academic term; number of class meetings; duration of each meeting)* <p><i>*Typically a course syllabus contains this information and is sufficient</i></p>
History	<ul style="list-style-type: none"> • Working syllabus (texts, assignments) 	<ul style="list-style-type: none"> • Syllabus including contact hours and credentials of the instructor
Mathematics	<ul style="list-style-type: none"> • Course description/course goals • Reasonably detailed syllabus • Textbook • Sample Exam (If course has been given before) <p><i>NOTE: If a proposed course is taught in a department other than Mathematics, the course should be endorsed by the home department before it is submitted to the CCS.</i></p>	<ul style="list-style-type: none"> • Course description • Syllabus (as detailed as possible) • Textbook (if available) • Information about the instructor <p><i>NOTE: Almost every student satisfies the math requirement before going abroad, therefore there has not been a demand for reviewing foreign courses that fulfill the math requirement.</i></p>

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Philosophy	<ul style="list-style-type: none"> • Course description • Course Syllabus • CV if terminal degree is not in Philosophy <p><i>NOTE: Departmental endorsement is not required.</i></p>	<ul style="list-style-type: none"> • The schedule (how often it meets and for how many weeks) • The reading list • The (approximate) number and nature of the assignments • Name of instructor • Degrees held (field, University, date) or CV (preferred) • Translation if the original language is other than French, German, or Latin.
Theology	<ul style="list-style-type: none"> • Title • Level • Course Description • Syllabus 	<p>Ideally:</p> <ul style="list-style-type: none"> • Title • Level • Course Description <p>Syllabus Can offer “tentative approval” for “one semester” with:</p> <ul style="list-style-type: none"> • Title • Course Description • Some indication of what will be read (not full-fledged syllabus)
<p>Literature</p> <p><i>Amendment approved by the Academic Code and Policy Committee, Fall 2012.</i></p>	<ul style="list-style-type: none"> • Approval by the department chair or DUS • Course description and/or syllabus, including reading list, oral and writing (length and frequency requirements), and final grade breakdown (rough percentages) • Information on status of instructor if the instructor is not a regular faculty member in the department 	<ul style="list-style-type: none"> • Same material as for ND faculty. <p><i>NOTE: The CCS recognizes that OIS may not always be able to obtain the listed information.</i></p>

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Science	<ul style="list-style-type: none"> • Course syllabus containing material covered and learning goals. • Describe target audiences and prerequisites • Argument why this course satisfies rationale for science requirement • Course approved by relevant college prior to submission 	<p><i>NOTE: Almost every student satisfies the science requirement before going abroad, therefore there has not been a demand for reviewing foreign courses that fulfill the science requirement.</i></p>
Social Science	<ul style="list-style-type: none"> • Syllabus • Department chair in the relevant department must recommend that the course be approved as fulfilling the Social Science requirement 	<ul style="list-style-type: none"> • Syllabus • Department chair in the relevant department must recommend that the course be approved as fulfilling the Social Science requirement