Adding Qualified Faculty to a UCOR Course

Occasionally, departments need to add qualified faculty to an already approved UCOR course. The Core Course Proposal Forms indicate that the Core office needs to be informed of such changes as soon as possible. In order to expedite this process, please follow these steps and send the following to Core@seattleu.edu:

- The approved course to which the qualified faculty member requests to be added (please include the full and accurate approved course title);
- A copy of the new faculty member's syllabus, which should be in alignment with the course as originally approved (Note: minor changes, such as adjustments in readings or the exact daily schedule, are perfectly acceptable. More substantive changes, such as changes in assignments or the central question/focus of a course, require a revised proposal. Please Contact the Core office if you have questions. See below.)

Should the new faculty member want to deviate from the originally approved Core course in substantive ways, that faculty member should submit a Core Course Proposal Form for provisional approval. To do so:

- Download and complete the appropriate Core Course Proposal Form from the Core Website;
- Be sure that the form is approved by the department and that the form is signed by the Department Chair;
- Submit the completed and signed form to Core@seattleu.edu.

Both the Core Director and the Chair of the University Core Curriculum Committee will review the proposal in order to offer it provisional approval.

Please note, provisional approval is not official approval. Provisionally approved courses that will be taught in subsequent quarters will need to go through the full committee approval process. Please reach out to your college for details and deadlines about submitting Core Course Proposals for official approval.