

## Request for Core Course Designation(s)

**Instructions:** Submit this form, the appropriate rationale(s), and a course syllabus in *electronic form* to:  
Core Administrative Assistant

### Complete these items:

Is this a new course?
Is this a renewal of previously granted designation(s)?
Does another instructor in your department have this designation(s) for this course?
Semester and Year you wish designation(s) to begin:
Instructor:
Department and Course Number:
Course Title:
If you are seeking Divisional designation, list the division number:
If you listed Division II above, are you seeking a literature (L) designation?
If you listed Division IV above, are you seeking lab science designation?
If you are seeking D, R, S, and/or W designation(s), list the letter(s):

### Attach brief rationale(s) for any designation(s) you are seeking and a course syllabus:

For a *Divisional* designation, see: <http://sites.jcu.edu/cas/pages/programs-of-study/core-curriculum/core-curriculum-criteria/>

The rationale should explain how the course meets the criteria for Core courses.

For a *D* designation, see Appendix C in the Core Curriculum document:

<http://webmedia.jcu.edu/cas/files/2012/05/Core-Bulletin-Revised-March-12-2009.pdf>

The rationale should include a list of the marginalized populations examined. The syllabus should clearly state and demonstrate that diversity is an integral part of the course, and explicitly indicate the intent of the diversity designation. To help the UCC in its review, please highlight on the syllabus the readings and assignments that relate to marginalized populations and diversity issues. For any readings and assignments that, by their titles, do not denote the populations and issues examined, please write a brief note on the syllabus describing them.

For an *R* or *S* designation, see Appendix D in the Core Curriculum document:

<http://webmedia.jcu.edu/cas/files/2012/05/Core-Bulletin-Revised-March-12-2009.pdf>

The rationale should include a list of the nations/societies examined. The syllabus should clearly state and demonstrate that international issues are an integral part of the course, and explicitly indicate the intent of the R or S designation. To help the UCC in its review, please highlight on the syllabus the readings and assignments that relate to the nations/societies and international issues examined. For any readings and assignments that, by their titles, do not denote the nations/societies and international issues examined, please write a brief note on the syllabus describing them.

For a *W* designation, see the “Additional Requirements” section of the Core Curriculum document:

<http://webmedia.jcu.edu/cas/files/2012/05/Core-Bulletin-Revised-March-12-2009.pdf>

The rationale should explain how the course meets the criteria for a writing-intensive designation. To help the UCC in its review, please highlight on the syllabus those segments of the course that offer explicit instruction in writing, and include the style sheet that you will provide to students to indicate the conventions of writing in your discipline. Please note that faculty who elect to teach writing-intensive courses are expected to participate, at least once, in a one-day workshop on writing issues.