

Undergraduate CORE Exception Instructions and FAQ's

A separate CORE exception must be completed for **each** CORE area needing an exception. (This is because each area goes to a different individual/location for approval).

All CORE exceptions must be approved by the proper individuals PRIOR to being submitted to the Registrar's Office. Incomplete or unapproved forms will not be processed.

Documentation needed to gain CORE approval should be attached to the form prior to sending the form for approval. For courses needing CORE approval, please include the course description and if possible, the syllabus. You may either copy and paste the information into the space provided on the form, or print and attach it to the form.

The Registrar's Office is not responsible for obtaining CORE exception approval.

The CORE Approver and Dean Signatures' are both needed anytime the exception course is **NOT** CORE at a Texas Public Institution. If course is already CORE at a Texas Public institution, and this is not reflected in Degree Works, please attach documentation of CORE applicability and submit this form directly to the Registrar's Office with the student and advisor's signatures **only**. Acceptable documentation includes:

- Transcript with CORE coding (typically located next to or directly underneath the course or at the very end of the transcript)
- The transfer's school catalog listing for that CORE area
- The corresponding school and CORE course listing from http://reports.thecb.state.tx.us/ibi_apps/WFServlet

The CORE Approver's Signature is needed anytime the exception course is **NOT** CORE at a Texas Public Institution. See below for approver information:

- 010-(ENGL 1302) Dept. Head of English & Languages
(COMM) Dept. Head of Communication Studies
- 020- Dept. Head of Mathematics
- 030- (BIOL prefixes) Dept. Head of Biological Sciences
(CHEM, EASC, GEOG, GEOL& PHYS prefixes) Dept. Head of CHEM, GEOS & PHYS
- 040- (ENGL prefixes) Dept. Head of English & Languages
(PHIL, HIST, and other prefixes) Dept. Head of Social Sciences
- 050- Dept. Head of Fine Arts
- 060- (Engineering courses) Dept. Head of Engineering and Computer Science
(PSYC prefixes) Dept. Head of Psychological Sciences
(AGEC & ECON prefixes) Dept. Head of Accounting, Finance, & Economics
(GEOG, SOCI, ANTH, PHIL, and all other prefixes not listed) Dept. Head of Social Sciences
- 070- Dept. Head of Social Sciences
- 080- Dept. Head of Social Sciences
- ENG- Dept. Head of English & Languages
- 2SCI- See 030 above
- FYS- Must be approved by the CORE area where the exception course applies***

***FYS **cannot** be waived, however, it can be substituted by any other CORE applicable course or with a UNIV or DGS prefix course. A course must already be CORE applicable or approved as CORE applicable for a specific area prior to being substituted for FYS. Requests to use already approved CORE applicable courses for FYS should be submitted directly to the Registrar's office.