

## General Education Core Curriculum/Track Rules

All Exceptions for the General Education Core Curriculum and Track 1-4 are handled by the Records Department.

Steps to take if there is a course missing in Core/Track, but the student has a course that can fulfill the requirement:

- If the course is equivalent to a course here-please email us at [DegreeAudit@lamar.edu](mailto:DegreeAudit@lamar.edu).
- If the course transferred over as TRNS, and you see a core attribute on the transcript, but it is not pulling in-please email us at [DegreeAudit@lamar.edu](mailto:DegreeAudit@lamar.edu).
- If the course does not have a core attribute and was taken prior to fall 2014, you will need to check the school's catalog (based on year course was actually taken) to determine if it was a core course. You can also contact the school's Registrar's office to verify if the course was core. If it was found to be core please send appropriate signed form with proof to us via email at [DegreeAudit@lamar.edu](mailto:DegreeAudit@lamar.edu) or through campus mail.
- If the course was not core then we cannot process your request.
- If the course was taken fall 2014 forward, then look up the course using the TX General Education Core Curriculum Web Center at <http://www.theccb.state.tx.us/apps/tcc/>
  - Select semester of calendar year
  - Choose an institution
  - Choose component area (optional)
  - Click View

If the exception derives from a Texas private institution, out of state, or international school they may need a core substitution form if the course did not transfer over as equivalent.