

ESSENTIAL STUDIES COURSE INVENTORY UPDATE FORM

Course Subject and Number

Date

Course Title (please limit to 30 characters including spaces):

Credit hours: Is this course repeatable for credit?

*If Yes, please indicate the maximum number of hours allowed or if it is unlimited.***Note: All course changes will take effect Fall 2017 with the 17-19 catalog unless otherwise noted here:**Please answer **all** of the following:

Is this course undergraduate or graduate?

Is this a brand-new course?

If Yes, please check with Director of Records for available course numbers!

Is this course being deleted from the course inventory?

If Yes, skip to next page.

Is this course being renumbered to a new number?

If Yes, please list former course subject and number here:

Is the course description changing?

Is this course an elective?

Is this course required for a major, minor or endorsement?

Is this course being added as an Essential Studies Outcome?

Is this course being removed as an Essential Studies Outcome?

Please list the ESO number

Date approved by ESC

Please attach minutes

Is this course listed in our transfer agreements with other colleges?

*Is this course cross-listed with another?

If Yes, please list cross-listed course subject and number here

**Is this course dual-listed with another?

If Yes, please list dual-listed course subject and number here

***Does this course have a co-requisite?

If Yes, please list co-requisite course subject and number here

****Does this course have pre-requisite courses or requirements?

If Yes, please list all pre-requisite course subjects, numbers, and requirements here:

*Cross-listed are courses from different subject areas but have the same titles and fulfill the same requirements.

**Dual-listed courses are 400-level and 500-level courses that are taught at the same time. If a student takes the 400-level course, he/she is not eligible to retake it at the 500-level.

***Co-requisite is co-enrollment with another course. (for example, lecture and lab)

****Pre-requisite is required before this course can be taken.

Please list the course description to be included in the catalog:

APPROVAL:

Department Chair(s) _____ Date _____

Dean(s) _____ Date _____

Internal

Process	Internal Review	ESC Accept for Study	ESC Vote to Approve	Curriculum Dean	VPAA	Faculty Senate	Catalog Revision
Date							
Initial							

INTERNAL REVIEW

Department Chair must schedule a meeting with Records Office, VPAA OA, and Curriculum Dean two weeks prior to the Curriculum Revision being placed on the Academic Review Committee agenda for Acceptance for Study.