

**UNDERGRADUATE 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 2019 with the 19-21 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 the Registrar 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	ARC Accept for Study	ARC 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.