Essential Studies Course Approval Process 1. The following procedures apply for approval of, or changes to, Essential Studies courses. 2. The initiator will submit to CPC: a. New Course Request Form or Course Change Form Initiator b. Essential Studies Course Approval Form c. A complete and detailed syllabus including course outcomes d. A draft assignment designed to assess the designated ESLO criteria Resource allocation Department Chair (workload) • Fit department & academic strategic plans Ensure course outcome alignment Dean over multiple sections Curriculum Review submission for completion Planning Approve as a course Commission All submissions received by 2nd week of the term will be reviewed by end of week 3 and routed to the appropriate ESLO committee or **GEAC** Review proposal against criteria for outcome and ESLO Committee(s) level; communicate with initiator as needed Provide recommendation to GEAC Review all proposals by week 7 of the term Approve all Essential Studies courses based on **General Education** ESLO committee recommendations **Advisory Council** Review and approve all ESSEs Review all proposals by week 9 of the term Notify initiator of approval for ES Submit approved courses with appropriate tags to the Registrar by week 10 of the term Chair of CPC Notify initiator of approval Approved courses received by March 15 Registrar will be included in the catalog for the Catalog

following academic year. Courses approved during spring term will not be included in

the following academic year catalog.