**Revised Work Sheet for Completing the Course Changes Form for Undergraduate Council**

You may include up to 30 course changes of each type in a single Course Changes Form, as long as they are all from the same department/program. You will need to have the following information in order to complete the necessary fields in the online form:

**For all types of course changes:**

1. College/School submitting proposal
2. Program/Department submitting proposal
3. Name of individual submitting the form (the college/school’s representative on the UC)
4. Types of course change (adding new course(s) to the catalog; deleting course(s) from the catalog; revising course(s)
5. Whether or not the proposed change will have an impact on another program of study and/or the University general education master course list; if so, identify affected units (appropriate consultation required)
6. Whether the course change is part of a program change; if yes, the name of the program and the type of program change (new program, termination of program, or revision of program)
7. Needed attachment: **Course Change Addendum** (one addendum per Course Changes Form submission). If you have more than 30 of a single change type and have to submit the form more than once, you may attach the same addendum to multiple form submissions, as long as it includes the courses submitted through the form to which you attach it.
8. Catalog(s) change will be reflected in (Macon, Atlanta, RAC)

**If adding new course(s):**

1. An indication that the Registrar has approved the new course number(s) (Yes/No)
2. The number of new courses you are proposing to add to the catalog
3. For each new course (up to 30):
   1. Course Prefix, Number, and Title
   2. Number of credit hours (0, 1, 2, 3, 4, variable, other)
   3. Pre-requisites (prefix and number)
   4. Co-requisites (prefix and number)
   5. Frequency of course offering (Fall, Spring, Summer, Every semester, Every year, Every 2 years, Every 3 years, Even years, Odd years, Occasionally, As needed, Other)
   6. Ideal course enrollment capacity
4. Needed attachments:
   1. **Course Syllabus** (if submitting multiple new courses in this form, combine all syllabi into a single document)
   2. **Faculty Roster for Proposed New Course(s)** (only if the new courses are not part of a new program proposal, in which case the roster will be included with the New Program Prospectus)

**If deleting a course:**

1. The number of courses you are proposing to delete from the catalog
2. For each deleted course (up to 30):
   1. Course Prefix, Number, and Title

**If revising an existing course:**

1. The number of courses you are proposing to revise
2. For each revised course (up to 30):
   1. Current course prefix, number, and title
   2. Which of the following you are proposing to change (place an **X next to those items that are changing**; do not enter the new information in this section)
      1. Course prefix change
      2. Course number change
      3. Course title change
      4. Course description change
      5. Credit hour change
      6. Pre-requisite change
      7. Co-requisite change
      8. Frequency of offering
      9. Other (describe other change)
3. Whether any of the course revisions included a change in the credit hours
4. Needed attachment (maybe):
   1. Revised syllabi for any courses that had a change in credit hours

**For submission of form**, you will need to enter your Mercer email address as part of the process. Prior to submission, you will have the opportunity to indicate whether the form is complete and ready for review or whether you want it returned to you to make some changes that you can’t correct at that point or whether there are so many issues with it that it should just be discarded. Please don’t start over with a new form unless you have indicated the submitted one should be discarded; this causes confusion about which submission you intend for the Council to review. If you make a mistake and indicate the form is Complete and Ready for Review and discover it is not, you should call or email the Council chair and ask that it either be returned for revision or discarded.