**Course Change Addendum**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Effective Date: | AY |
| School/College: |  |
| Program: |  |
| Submitted by: |  |

**Indicate how many course additions, deletions, and/or revisions are addressed in this addendum.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Added course(s)** |  | **Deleted course(s)** |  | **Revised course(s)** |

**List the proposed course change(s).**

Group your listing by kind of change – addition, deletion, revision. For revisions, state the specific change(s) requested for each course you include.

**Rationale.**

Provide a brief explanation of and rationale for your requested change(s).

**Necessary consultation.**

Answer as requested. Delete any point that does not apply. If no consultation was necessary, delete all and put NA on the heading line above.

* Did the Registrar’s Office approve the course number(s) used for the new course(s)? [ ]  Yes
* If course revisions include changes to title and/or course description, but not course number, has the Registrar’s Office reviewed to ensure a new course is not necessary instead? [ ]  Yes
* If a proposed change affects another unit’s programs or general education options, you must consult with these units. List the individuals and/or committees with whom you’ve consulted, summarize the outcomes of those consultations, and document their replies (attach/copy emails at end of addendum).
* List other individuals or offices consulted if preliminary consultation for resources – financial, instruction, technological – was necessary. Summarize the outcomes of these consultations and submit any documentation (copy at end of addendum).

**Course types.**

For *new courses*, identify Course Type, using the Course Type Names from the first column in the [Mercer University Course Type Definitions table](http://provost.mercer.edu/www/mu-provost/curriculum/upload/Instructions-for-Identifying-Course-Type-for-Proposed-New-Courses.pdf). Add rows to the table, if needed.

| Course Prefix and Number | Course Type Name |
| --- | --- |
|  |  |
|  |  |

**Catalog copy.**

Provide the copy for all changes proposed above. Course entries should be in numerical order and follow the format used in your lists of courses (department’s/program’s curriculum). For *revisions*, the catalog copy must clearly indicate how the current copy is being changed, so that old and new wording can be identified. For *new courses*, entries must include course prefix, number, title, credit hours, co- or prerequisites, description with any special or necessary provisos, and frequency. Include current catalog page number(s) and heading(s). If the course change results in a program revision, catalog copy for the program requirements should be provided in the appropriate program-related addendum, not here. However, if the course appears somewhere else in the catalog besides in the program requirements and the proposed change will have an impact on additional catalog copy outside of the program or department’s section, identify the catalog, page number, and section that will need to be edited.