**Revised Work Sheet for Completing the General Education Changes Form for the UGEC**

You can submit one of each type of change per form and you may bundle multiple changes and multiple change types in the same addendum – just attach it to as many form submissions as necessary. You will need to have the following information in order to complete the necessary fields in the online form:

**For all types of gen ed changes:**

1. College/School submitting proposal
2. Name of individual submitting the form (unit’s representative on the UGEC)
3. Type of gen ed change (adding course; deleting course; revising current gen ed course; other modification(s) of unit’s gen ed requirements; new general education program)
4. Needed attachment: **General Education Change Addendum**.

**For adding a course:**

1. Prefix, number, and title of the course under consideration
2. Whether it is new to the curriculum/catalog
3. Whether it is taught in your college/school
4. If not, the college/school that teaches it and whether or not you have consulted with the teaching unit
5. The gen ed course category for the proposed course (communication; religion; humanities; fine arts; behavioral/social science; quantitative reasoning; scientific reasoning)
6. For courses in the Communication category, the subcategory they fit in (written communication; oral communication; both written and oral communication; other communication)
7. The gen ed competencies the course will address
8. Needed attachment: **Syllabus**

**For deleting a course:**

1. Prefix, number, and title of the course under consideration
2. Whether it is taught in your college/school
3. If not, the college/school that teaches it and whether or not you have consulted with the teaching unit
4. Whether the proposed deletion will remove the course only from your gen ed options or from the catalog
5. If deleting the course from the catalog, identify the *other* schools/colleges that have included the course in their own gen ed menu options (BUS; EDU; EGR; CHP; CLA; CPA; MUS; NUR; PHR); indicate whether you have discussed the deletion plans with all, some, or none of those currently using it.
6. The gen ed course category the course is in (written communication; oral communication; both written and oral communication; other communication; religion; humanities; fine arts; behavioral/social science; quantitative reasoning; scientific reasoning)
7. The number of course options that will remain in that category if this one is deleted (for your students)
8. The gen ed competencies the course addresses

**For the revision of a gen ed course**

1. Prefix, number, and title of the course under consideration
2. The kinds of revisions proposed (course description; course number; credit hours; pre- and/or co-requisites; frequency of offering; required course category; gen ed competencies addressed; other)
3. **For a change in course number:** current prefix/number and new prefix/number
4. **For a change in credit hours:** current credit hours and new credit hours
5. **For a change in pre/co-requisites:** current pre/co-requisites and new pre/co-requisites
6. **For a change in frequency of course offering:** current frequency and new frequency
7. **For a change in gen ed course category:** current category and new category
8. **For a change in gen ed competencies being addressed:** current competencies and new competencies
9. **For “other” –** an explanation of “other”
10. Needed attachment: **Syllabus** (only if revision changes course category and/or competencies addressed)

**For other modification(s) of college/school gen ed requirements** or **for a new gen ed program proposal:**

1. Indicate that the gen ed will meet the following requirements if modified as proposed (check boxes):
	1. Total number of gen ed credit hours will be at least 30.
	2. There will be at least a 3-hour requirement in the Communications category.
	3. There will be at least a 3-hour requirement in the Religion category (or only students with at least 30 transfer hours are admitted to all undergrad programs in the unit).
	4. There will be at least a 3-hour requirement in the Humanities/Fine Arts category.
	5. There will be at least a 3-hour requirement in the Behavioral/Social Science category.
	6. There will be at least a 3-hour requirement in the Quantitative Reasoning category.
	7. There will be at least a 3-hour requirement in the Scientific Reasoning category.
	8. Both written and oral communication will be addressed by the course requirements in the Communications category.
	9. Critical thinking from diverse perspectives is guaranteed to be demonstrated.
2. **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.