**Revised Worksheet for Completing the Program Change Form for Undergraduate Council**

You will need to have the following information in order to complete the necessary fields in the online form:

**For all types of program 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. Type of program change (new program; complete termination of program; revision to existing program)
5. Types of programs the change relates to (major/specialization, minor, credit-bearing certificate, combined degree program, special program)
6. Name of program
7. Catalog(s) changes will be reflected in (Macon, Atlanta, RAC)

**For new program proposals:**

1. If new major/specialization
   1. Degree to be awarded (if program is a degree program/major): BA; BBA; BFA; BM; BME; BS; BSE; BSEd; BSHS; BSN; BSPS; Other baccalaureate degree
   2. CIP code to be used (browse list of CIP codes: <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>)
   3. Number of credit hours in the major/specialization
   4. Number if credit hours in the degree, if applicable
   5. Planned delivery methods (face-to-face; blended; online – check all that apply)
   6. Where program will be delivered (which site)
   7. Whether the program has been discussed with the following offices/people: Provost, Registrar, Library, Distance Learning Liaison (if a DL program), Distance Learning Committee Chair (if a DL program), Institutional Effectiveness, Bursar, Financial Planning, Enrollment Management
   8. Projected enrollment in first year
   9. Expected number of terms to complete degree and whether summer enrollment will be required
   10. The name of any accrediting agency or state approval agency relevant to the program
   11. Whether accreditation/state approval is required
       1. If so, whether you plan to pursue it
   12. Whether any of the courses in the new program will be new to the catalog; if so, how many
   13. Needed attachments:
       1. **New Program Prospectus**
       2. If delivered online or blended, **Distance Learning Addendum**
       3. If any courses are new to the catalog, **New Program Content Comparisons Addendum** (available in Word or Excel)
       4. If the program leads to professional licensure, **Licensure Requirements Addendum**
2. If Combined Program:
   1. the undergraduate degree/major and the graduate/professional degree/major
   2. Expected start term and year
   3. Number of credits in original UG and GR/PR degrees; number in combined version
   4. Where combined programs will be offered
   5. Whether the program has been discussed with the following offices/people: Provost, Registrar, Library, Distance Learning Liaison (if a DL program), Distance Learning Committee Chair (if a DL program), Institutional Effectiveness, Bursar, Financial Planning, Enrollment Management
   6. Projected enrollment in first year
   7. Expected time to completion (number of terms) if done separately and in the combined version
   8. Whether either of the programs is accredited
      1. if so, names of accrediting agency(s)
      2. if so, whether or not any substantive change proposals will need to be submitted to either
         1. if so, whether for approval or just notification
   9. Needed attachment: **New Combined Program Addendum**
3. If Certificate,
   1. who can get the certificate: degree-seeking students only; non-degree students only; or both
   2. whether Mercer currently offers a major/specialization in the field
   3. CIP code to be used (browse list of CIP codes: <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55>)
   4. When program will start (term and year)
   5. Number of credits in the certificate
   6. Planned delivery methods (face-to-face; blended; online – check all that apply)
   7. Expected number of terms to complete certificate and whether summer will be required
   8. Where certificate will be offered (which site)
   9. Whether the program has been discussed with the following offices/people: Provost, Registrar, Library, Distance Learning Liaison (if a DL program), Distance Learning Committee Chair (if a DL program), Institutional Effectiveness, Bursar, Financial Planning, Enrollment Management
   10. Projected enrollment in first year
   11. If we currently have a major/program in the field, whether or not it is accredited (if so, name of accreditor)
   12. If related program is accredited, whether a substantive change proposal must be submitted to the accreditor involved (Yes, for approval; Yes, but only for notification; No)
   13. Whether any of the courses in the new program will be new to the catalog; if so, how many
   14. Needed attachments:
       1. **New Certificate Addendum**
       2. If delivered online or blended, **Distance Learning Addendum**
       3. If any courses are new to the catalog, **New Program Content Comparisons Addendum** (available in Word or Excel)
       4. If the certificate leads to professional licensure, **Licensure Requirements Addendum**
4. If Minor:
   1. Whether Mercer currently offers a major/specialization in the field
   2. If so, whether that major is already approved to be delivered via distance learning
   3. Number of credits in the minor
   4. Planned delivery methods (face-to-face; blended; online – check all that apply)
   5. Needed Attachment: **Distance Learning Addendum** If Mercer does not currently offer a major/specialization in the field and the minor will be delivered via one of the distance learning methodologies OR If we do offer a major in the field but that major is not currently approved for distance learning and the minor will be blended or online.
   6. Term and Year you plan to begin the minor
   7. Sites where minor will be offered (check all that apply)
   8. Whether the minor has been discussed with the following: Provost; Registrar; Library; Institutional Effectiveness; Bursar; Financial Planning; Enrollment Management; and, if distance education is involved, Distance Learning Liaison and Distance Learning Committee Chair.
   9. Projected enrollment in first year
   10. Whether any of the courses in the program(s) will be new to the catalog; if so, how many.
   11. Needed attachment: **New Minor Addendum**
5. If Special Program:
   1. Name of special program
   2. Term and Year you plan to begin it
   3. Where it will be offered
   4. Whether the minor has been discussed with the following: Provost; Registrar; Library; Institutional Effectiveness; Bursar; Financial Planning; Enrollment Management; and, if distance education is involved, Distance Learning Liaison and Distance Learning Committee Chair.
   5. Projected enrollment in first year
   6. Whether any of the courses in the program(s) will be new to the catalog; if so, how many.
   7. Needed attachment: **New Special Program Addendum**

**For program termination** (use if you are planning to close the program entirely at all sites where it is offered; if you only want to close it at one or more sites, but keep it at others, follow the process for Revision to Existing Programs):

1. Whether the program targeted for termination is part of a combined degree program (if so, which one)
2. People/offices with whom you have discussed the planned termination (Provost; Enrollment Management; Institutional Effectiveness; Academic partners for combined programs; other – ensure EM and OIE have reviewed the teach-out-plan)
3. Number of students currently in the program
4. Date you plan to stop admitting students to this program
5. Term by which you anticipate having completed the teach-out process
6. Whether you plan to delete any courses from next year’s catalog as part of the program termination; if so, how many
7. Needed attachment: **Program Termination Addendum**

**For revision to existing program:**

1. Types of changes (revised program requirement(s); site change; delivery method change)
2. Whether the program you plan to revise is part of a combined degree program (if so, which one)
3. Aspect(s) of program being revised (credit hour requirements; curriculum; admission requirements; program completion requirements beyond course requirements, such as an exit exam or a portfolio; revised SLOs; other \_\_\_\_)
   * 1. For Credit Hour Changes: number currently required, number proposed; whether the change affects the expected number of terms for program completion; if so, new expected completion time frame. Needed attachment: **Revised Syllabus**
     2. For Curriculum Changes: number of courses added; number of courses deleted; number of courses revised; other kind of curricular change (such as revised sequence; revised concentrations/tracks; revised course category menu options; etc.)
     3. For Admission Requirements Changes: With whom have you discussed the proposed changes to admissions requirements? (Provost; Enrollment Management; all appropriate deans – if the change affects another college or school)
   1. Needed attachment: **Revised Program Requirements Addendum**.
4. **For Site Changes** (adding the program at an existing site or terminating a program from an existing site):
   1. Locations where the program is currently offered
   2. Proposed action: Deleting only (terminating the program from an existing site); Adding only (adding a program to an existing site); Both deleting and adding (both terminating the program at one or more sites and adding the program to one or more sites)
   3. If deleting a site:
      1. Site(s) where program is being terminated (deleted)
      2. People/offices with whom you have discussed the planned termination (Provost; Enrollment Management; Institutional Effectiveness – ensure EM and OIE have reviewed the teach-out-plan)
      3. Number of students currently enrolled (or active-not attending) in the program at the site(s) you plan to delete
      4. Needed attachment: **Program Termination Addendum**
   4. If adding a site:
      1. Site(s) you are adding
      2. Needed attachment: **Site Addition Addendum**
5. **For changes to Program Delivery Method:**
   1. Are you proposing to change to or add a different distance learning delivery method (currently blended but adding online or changing to online)?
   2. If No—are you proposing to deliver this existing program via distance learning methodologies (either blended or online or both) for the first time?
   3. If Yes to (b) – Needed attachment: **Distance Learning Addendum**
   4. If Yes to (a)– are you replacing a face-to-face delivery method with one or more distance learning methods? (Yes, in all locations currently offered; Yes, but only in some current locations; No)
   5. Are you replacing all distance learning delivery methods with a face-to-face delivery method? (Yes, in all locations currently offered; Yes, but only in some current locations; No)
   6. If Yes to (d) or (e) – Needed attachment: **Delivery Method Termination Addendum**
   7. Current delivery method(s): face-to-face; Blended (at least 50% online); Online (100% online)
   8. Proposed delivery method(s) : face-to-face; Blended (at least 50% online); Online (100% online)
   9. If currently Blended, but not Online, and proposing to add or change to Online: Needed attachment: **Addendum – List of Faculty for Online Program**
6. **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.