

Instructions: Master Course List (MCL) Revision Form

What is the MCL? The Master Course List (MCL) is a very important Rutgers New Brunswick database of courses. The only way that a course can be offered (scheduled) is if it has an MCL entry. The MCL can be accessed here:

<https://sims.rutgers.edu/fco/masterCourseSelection.htm>

What is the MCL Revision Form? The MCL Revision Form is used to make changes to the MCL, either by adding new courses or changing an existing MCL course entry.

When do I have to complete an MCL Revision Form? At SEBS, all course changes are approved by the *Curriculum and Educational Policy Committee* (CEP). Therefore, every course proposal submitted to the CEP MUST include a completed MCL Revision Form.

Is the MCL Revision Form used for any other purpose? Yes. In addition to the MCL there are three other independently managed databases that need to be revised each time that a new course is approved or an existing course is changed. These databases include: [Degree Navigator](#), The list of [Core Curriculum Certified courses](#), and the [Rutgers New Brunswick Undergraduate Catalog](#).

Instructions for completing an MCL Revision Form

Most of the MCL Revision Form is self-explanatory. If you have any concerns or questions please ask the [Associate Dean for Academic Administration](#).