Instructions for filling out the MASCCGC ==Correction== Form

1. Use this form for submission to the Academic Standards & Curriculum Committee and to the Graduate Council for ==items that were already approved at a prior ASCC Meeting but correction to the information is needed==.

2. Uploaded submissions to ASCC SharePoint are done by the Dean's Office of each College after signatures are obtained for UG. The Graduate Office will upload grad-level Mod Forms to SharePoint and email the colleges that it was done.

3. Include the date of the ASCC meeting where the original Mod Form was approved.

4. In the Current Section, submit the info that was on the original Mod Form that needs changing. Submit only that portion. For example, if only the Course Title needs correcting, only include the currently approved Course Title for the Current Section.

5. In the Proposed Section, submit the info that is to be corrected. Submit only that portion. For example, if only the Course Title needs correcting, only include the corrected Course Title for the Proposed Section.

6. In the Rationale/Instructions section, info must visibly fit inside the box or on a separate sheet with "See attached" printed in the box on the form. Submit why the correction is needed.

7. Please Email the original form to Ms. Strother for reviewing. Once she has signed-off, the remaining signatures should be obtained in this order – left to right and then down. The Registrar's Ofc signature is required only if a course number change or a new course subject is being created.

Program:

Degree, Name (abbrv)	Department	Coll/Schl

CURRENT

Course:

Subject	Number	Credit Hrs	Contact Hrs	CIP Code	Pass Grd	MinGPA	Title (limited to 30 characters/spaces total)

D E S C R I P T I O N

Course:

Pre-requisites	Co-requisites	☐ yes Cross-listed?	☐ yes Dual-level?

MOTION:

PROPOSED

Course:

Subject	Number	Credit Hrs	Contact Hrs	CIP Code	Pass Grd	MinGPA	Title (limited to 30 characters/spaces total)

D E S C R I P T I O N

Course:

Pre-requisites	Co-requisites	☐ yes Cross-listed?	☐ yes Dual-level?

Frequency Offered	☐ yes Repeat-able?	Quantity	Delivery	% Breakdown

Banner Begin	Bull/Cat Yrs	Add to / Rmv from

Rationale/Instructions: (Special funding → explain source. Cross-listed or dual-level course → explain why needed and state equivalent course(s).)

C. Strother	Registrar's Office *** Required for new course subj or number chg *** Date
Department Committee Date	Department Chairperson Date
College Committee Date	College Dean Date
	Approved: ☐ yes ☐ no
Dean, Graduate Studies *** Required for graduate programs *** Date	Graduate Council Date
	Approved: ☐ yes ☐ no
Provost & Vice President, Academic Affairs Date	Academic Standards & Curriculum Committee Date