

## 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 at the top of the form the date of the ASCC meeting where the original Mod Form was approved.
4. In the Current Section of this form, 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
8. Registrar's Ofc – Once the form is signed by the Provost, processing in Banner/DegreeWorks is to be signed on the form by the Registrar's Ofc and uploaded to the Academic Affairs SharePoint folder of the relevant meeting date



Office of Academic Affairs  
Alabama A&M University

Original ASCC Mtg Date

# Modifications for ASCC/GC Form

Rev. 04/2025

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)

DESCRIPTION

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)

DESCRIPTION

Course: \_\_\_\_\_ Pre-requisites \_\_\_\_\_ Co-requisites \_\_\_\_\_ ☐ yes Cross-listed? ☐ yes Dual-level?

☐ yes  
Frequency Ofrd (Fa/Su/Sp) 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 / Date

Form Preparer / Date

Registrar's Office / Date \*\*\* new course subj/# or # chg \*\*\*

Dept Committee / Date

Dept Chair / Date

College Committee / Date

College Dean / Date

Dean, Graduate or Undergraduate Studies / Date

Approved: ☐ yes ☐ no  
Grad Council or GenEd Comm

GC/GE Date

Provost & Vice Pres, Acad Affairs / Date

Approved: ☐ yes ☐ no  
Acad Standards & Curric Comm

ASCC Date

Processed in Banner by \_\_\_\_\_  
Signature / Date

Processed in DegreeWorks by \_\_\_\_\_  
Signature / Date