

Instructions for filling out the MASCCGC (Mod) Form

1. Use this form for submission to the Academic Standards & Curriculum Committee and to the Graduate Council for items to be voted upon and informational items. A cover letter is not necessary as the form has the required signatures.
2. Unless it is a correction to an already published Bulletin/Catalog/Manual or affects accreditation, this form should be for the upcoming publishing in the Fall with a May 01 deadline for approval. After May 01, publishing is for the following academic year in the fall.
3. 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.
4. From the top of form down through the Rationale field – fields bordered in red/maroon must be filled out.
5. Info must visibly fit inside the box without scrolling, or on a separate sheet with "See attached" printed in the box on the form. The attached sheet should include the following headers – Title of relevant area, Current, Proposed.
6. Submit program modifications on separate forms unless the Motion is identical.
7. Course being modified: verify it is in inventory and active. If change in number, Registrar's Ofc must also sign.
8. New course: verify the course number/subject is not already in use. Is it being added to inventory only or also curriculum? – be specific. The Registrar's Ofc must sign this form if it is a new course.
9. Program line: place "Program degree, Program name (abbrv) – Minor/Conc/Spec-name (abbrv) Minor/Conc/Spec-designation." For example – BS, Business Administration (BUS) – Int'l Bus (INB) concentration.
10. Motion line: state what motion you want the body to act upon, i.e., add new course, revise title, delete minor, etc. If the Motion is retroactive (retro), state the desired earlier semester in the Rationale Box. Motions include but are not limited to:

Add to inventory, curric	Revise course title, subj, number, description, grade, credits, pre-/co-reqs,
Remove from curric but not inv	Re-Alignment (depts, units, etc.)
Delete from curriculum, inv	Revise title, policy, GPA, hours

*Use Program Checklist wording instead of Curriculum as this is more descriptive.

11. Description boxes: should be used for describing a current vs. proposed – change in policy or course description, creation, etc.
12. Cross-listed/dual-level courses: If so, check the yes-box and list the other course subject(s)/number(s) in the Rationale box.
13. Proposed section: only include the new modifications. No need to repeat what is already in Current if it is identical.
14. Contact Hours: needed for full disclosure in the Bulletin/Catalog Course Descriptions, mainly for the student's benefit when they are planning their schedule. Reminder – a lab class is two or more contact hours per week for each credit hour.
15. 6-digit CIP code is mandatory for creation of areas. The 4-digit minimum CIP code is helpful for all else.
16. Delivery/% breakdown: These should always be filled out when applicable, i.e., areas (programs, concs, minors, etc.).
17. Add to/Rmv from: state where the modification is to go, i.e., program checklist, APPM, a handbook, inventory, a form, etc. The areas on the Program Checklist are:

GE Block, Area I	GE Block, Area II	GE Block, Area III	GE Block, Area IV	GE Block, Area V
Major Block	Core/Dept Block	Minor Block	Concentration Block	Prof Study Block
Elc Block, in Baseline	Elc Block, out of Baseline	Specialization Block*	Teaching Field Block	

*The Specialization Block is only for the graduate-level programs. The others may apply to both levels.

18. Rationale: If "Earlier-see Rationale" is chosen for Banner/Bulletin/Catalog-Begin, the desired semester must be listed here.
19. 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. N,B, - If this form is not presented at the upcoming ASCC meeting, you only have the next meeting after the missed one to present this same form. If the second meeting is missed, a new form must be created with fresh signatures.

