

Instructions for filling out the MASCCGC 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. Uploaded submissions to ASCC SharePoint are done by the Dean's Office of each College after signatures are obtained.
3. Submit program modifications on separate forms unless the Motion is identical.
4. If the submission is a minor, concentration, etc. – on the Program line, place “Program degree, name (abbrv) – Minor/Conc/Spec name.” Include “and 4+1” if applicable. For example – BS, Business Administration (BUS) – Int'l Bus (INB) concentration and 4 +1 (BUSF)
5. If a course is being modified, verify that it is in inventory and active. If not active, it must be made so with this form. If a new course, verify the course number/subject is not already being used. If a new course, is it being added to (inventory only) or (inventory and Program Checklist (curriculum)) – be specific. The Registrar's Ofc must also sign this form if it is a new course.
6. On the 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.
7. The Contact Hours are 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.
8. The 6-digit CIP code is mandatory for creation of programs. The 4-digit minimum CIP code is helpful for all else.
9. The Description boxes should be used for describing a current vs. proposed change in policy, course description, creation, etc. Info must visibly fit inside the box or on a separate sheet with “See attached” printed in the box on the form.
10. Is the course cross-listed? If so, check the yes-box and list the course subject(s)/number(s) in the Rationale box.
11. Is the course dual-level? If so, check the yes-box and list the course subject(s)/number(s) in the Rationale box.
12. Revisions (motions) include but are not limited to:

Re-Alignment (depts, units, etc.)	Add to Prgm Checklist*	Course Title	Course Pre-/Co-reqs	Course Description
Name Change	Delete from PC	Course Subject	E-Votes	Course Grade
Policy Change	Delete from Inventory	Course Number	Course Credit Hour	GPA
Concentration	Active to Inactive	Inactive to Active	Minor	

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

13. In the Proposed section, only include the new modifications. No need to repeat what is already in Current if it is identical.
14. Unless it is a correction to an already published Bulletin/Catalog/Manual, this form should be for the upcoming publishing in the Fall with a May 01 deadline. After May 01, publishing is for the following academic year in the fall.
15. On the Add to line, state where the modification is to go, i.e., major block, elective block, prof study block, Pol/Proc Man., 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.

16. 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. If “Earlier-see Rationale” is chosen for Banner/Bulletin/Catalog Begin, the desired semester must be listed here.
17. From top of form down through the Rationale – boxes bordered in red/maroon must be filled out.
18. 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 new course number or course subject is being created.



Program: _____
 Degree, Name (abbrv) (incl "and 4+1 (abbrv)", if applicable) | 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 Offered | Repeat-able? | How many times?

Banner Sem Begin	Bulletin/Catalog 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 Date
	*** Required for new course subject & number verification ***
Department Committee Date	Department Chairperson Date
College Committee Date	College Dean Date
Dean, Graduate Studies Date *** Required for graduate programs ***	Approved: <input type="checkbox"/> yes <input type="checkbox"/> no Date Graduate Council
Provost & Vice President, Academic Affairs Date *** Required for undergraduate & graduate programs ***	Approved: <input type="checkbox"/> yes <input type="checkbox"/> no Date Academic Standards & Curriculum Committee