

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. A cover letter is not necessary as the form has the required signatures.
2. The electronic submissions to Acad. Aff. should be in packets based on the program. Example, if FAS, BES & FCS departments are all submitting, do not place them under one file from CALNS. Submit programs separately unless the motion is identical.
3. If the submission is a minor, concentration, etc. – on the Program line, place “Program name – Minor/Conc/Spec name.”
4. 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 is not already being used. If a new course, is it being added to (inventory only) or (inventory and Program Checklist (curriculum)) – be specific.
5. On the Motion line, state what motion you want the body to act upon, i.e., add new course, replace course, delete minor, etc.
6. Graduate student waiver – Student submits signed/dated letter to Dept. In Rationale box include student’s last name, first name, Banner #, degree/program seeking, expected graduation, cumulative GPA; the presenter’s name. If a waiver on a course(s), put course info (subj, no., title, sch) in Current box. Include term taken. Reference student letter’s date in 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 (no white cross/black background icon in lower right box) or a separate sheet created with “See attached” printed in the box on the form.

10. Revisions (motions) include but are not limited to:

Re-Alignment	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	Graduate Student Waivers

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

11. In the Proposed section, only include the new modifications. No need to repeat what is already in Current.
12. Unless it is a correction to an already published Bulletin/Catalog/Manual, this form should be for the upcoming publishing.
13. 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.

14. In the Rationale/Instructions section, info must visibly fit inside the box (no white cross/black background icon in lower right box) or a separate sheet created with “See attached” printed in the box on the form.
15. After you have printed the form, please save it and then Email the form to Ms. Strother immediately so that she may begin reviewing the form for accuracy. Once she has signed-off, remaining signatures should be obtained and the packet sent (both electronically and hard-copy) from the Dean’s Office to Ms. Gambles.

MOST IMPORTANT – If you know you are going to submit for the next ASCC/GC meeting, do not wait. You may turn your fully signed paperwork in months ahead and it will be held until the next meeting. You do not have to wait until the announcement of a meeting forthcoming to begin the process.



Program: _____ Name _____ 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? _____ Course _____

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 _____

Frequency Offered | yes Cross-listed? _____ Course _____ yes Repeat-able? _____ How many times? _____

Banner Sem Begin | Bulletin/Catalog Yrs | Add to /Rmv from

Rationale/Instructions: (If special funding required, explain source. If equivalent/similar course in inventory, explain why needed and state equivalent course.)

C. Strother

<p>_____ Department Committee Date</p> <p>_____ College Committee Date</p> <p>_____ Dean, Graduate Studies Date *** Required for graduate programs ***</p> <p>_____ Provost & Vice President, Academic Affairs Date *** Required for undergraduate & graduate programs ***</p>	<p>_____ Department Chairperson Date</p> <p>_____ College Dean Date</p> <p>Approved: <input type="checkbox"/> yes <input type="checkbox"/> no _____ Graduate Council Date</p> <p>Approved: <input type="checkbox"/> yes <input type="checkbox"/> no _____ Academic Standards & Curriculum Committee Date</p>
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