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 this 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 <u>must</u> be filled out.

5. Info must visibly fit inside the box <u>without scrolling</u>, 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 <u>and</u> 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. Proposed course line should be completely filled out. 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.)
Deactivate from inventory	Revise program title, policy, GPA, hours

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: <u>only include the new modifications. Do not repeat</u> 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 <u>two</u> or more contact hours per week for <u>each</u> 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.

20. 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

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)

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 Ofrd (Fa/Su/Sp) | ☐ 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 / 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 _____   Processed in DegreeWorks by _____
                        Signature / Date   Signature / Date