

## Faculty Senate Courses and Curriculum Committee Checklist

- 1) A justification is included in all proposals.
- 2) Information on the connection of the proposal to other courses and curricula is included in the proposal.
- 3) If other academic units are affected, evidence of communication to the other units must be provided. Assistant and/or Associate Deans of the relevant senior College are recommended as a point of contact. The Faculty Senate Courses and Curricula strongly encourages providing response(s) from other departments and Schools. If the response(s) are not included and the committee believes the response(s) are relevant to understand the impact of the proposal, the proposal will be returned.
- 4) The approved method to grade attendance is as a graded category with a point total or overall grade percentage assigned to the category. The magnitude of the category is up to the discretion of the faculty. Importantly, the committee will not approve proposals that include deductions to the course final grade based on unexcused absences. It is not appropriate to deduct points from previously graded work.
- 5) Course change proposals do not automatically require an attached syllabus, however, if the changes are substantial, including credit hour, modality, or changing course type, a syllabus can be helpful and may be requested. Therefore, to increase the speed of approval, it is better to include a syllabus.
- 6) Course addition proposals must include a syllabus and should use the syllabus template revised and approved in March 2024 and available from the Registrar. This is strongly encouraged.
- 7) Course addition or change proposals must include correct credit hours on the proposal form and are consistent with the syllabus. Credit hours must be given as integers (i.e., no partial credit hours). Credit hours are determined as 1 credit per weekly course meeting (e.g., 1 credit per each instance a 50 minute weekly lecture, seminar, or recitation meets, or 1.5 credit if lecture, seminar, or recitation weekly meetings are 90 minutes, or 1 credit per each weekly lab instance with the minimum lab contact time as 90 minutes). Contact hours are the sum of all weekly instances of the course meeting, and only separated by type, if the course is combination.
- 8) Course addition or change proposals must include course catalog statements using catalog language (i.e., short active phrases based on course learning objectives and activities; please do not use full sentences).
- 9) Course addition or change proposals attached syllabus must include SACSCOC requirement of course learning objectives.
- 10) Course addition or change proposals attached syllabus must include SACSCOC requirement of a 7 or 15 week schedule (exam week may be left off).
- 11) Course addition or change proposals attached syllabus must include a credit hour statement (PS-45 does not have to be referenced).
- 12) Course addition or change proposals attached syllabus must include grading scale information and a statement about rounding (PS-44 does not have to be referenced).
- 13) Course addition or change proposals attached syllabus must include excused absence and make up policies for all graded course components compatible with and referencing PS-22.
- 14) Course addition or change proposals attached syllabus must include an academic continuity plan (per PS-117).

- 15) Course addition or change proposals attached syllabus must include statement regarding disabilities and accommodations (<https://www.lsu.edu/academicaffairs/syllabus-statements/index.php>).