Faculty Senate Courses and Curriculum Committee Checklist

1) Modality, credit hours, and catalog description matches between MCC and syllabus.
2) A justification is included in all proposals.
3) Information on the connection of the proposal to other courses and curricula is included in the proposal.
4) 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.
5) Best practices for grading 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 require justification and clear explanation in the syllabus for proposals that include deductions to the course final grade based on unexcused absences. Although not forbidden by PS-44, such end of semester deductions should be explained very carefully such that any student would understand the grading.
6) The syllabus must include a process for making up graded activities, unless such activity is not reasonably possible to make up. Instructors should make every reasonable effort to provide a make up before waiving the activity. Waiving should only occur if instructor and student are not able to arrange a make up in a reasonable time frame.
7) 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.
8) Course addition proposals must include a syllabus and should use the syllabus template revised and approved in October 2026 and available from the Registrar and on the Faculty Senate website. This is strongly encouraged.
9) 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.
10) 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).
11) Course addition or change proposals attached syllabus must include SACSCOC requirement of course learning objectives, preferably written as sentences with objectives that may be evaluated.

12) Course addition or change proposals attached syllabus must include SACSCOC requirement of a 7 or 15 week schedule (exam week may be left off) or may include each course meeting provided that these meetings cover the 7 or 15 week schedule.
13) Course addition or change proposals attached syllabus must include a credit hour statement (PS-45 does not have to be referenced).
14) 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).
15) Course addition or change proposals attached syllabus must include excused absence and make up policies (see #6) for all graded course components compatible with and referencing PS-22.
16) Course addition or change proposals attached syllabus must include an academic continuity plan (per PS-117).
17) Course addition or change proposals attached syllabus must include statement regarding disabilities and accommodations (https://www.lsu.edu/academicaffairs/syllabus-statements/index.php).