

**UCC / GC Course Submission  
- CHECKLIST -**

**NEW /CHANGE COURSE FORM**

- Department name**
- Course prefix, number and title**
- Course description (for catalog)**
  - No sentences; use phrases/fragments separated by semi-colons, and commas to separate a series.
  - Do not use the word "introduction" in the title or beginning of the course description for 300 and 400 level courses.
- Prerequisites**
  - Prerequisites on course form must match syllabus and catalog.
  - For 300 and 400 level courses, prerequisites must contain either a course prerequisite implying course is designated for upper division students or if no prerequisites, then junior or senior classification. Reference FS.16.166.
- Cross-listed Course (more than one department but at same level)**
  - Cross-listed courses must be exactly alike (except prefix and sometimes course number).
  - Both departments must sign the course form.
- Stacked Course (undergraduate and graduate)**
  - Include reference to graduate information if course will be stacked.
- Variable Credit**
- Course Repeatability**
- Required or Elective**
- Letters of Support**
  - Include if course appears to duplicate another department's course offering, or if adding/dropping another department's course in prerequisites.
- Course Inventory Information (shortened title, hours, codes, etc.).**
- Signatures**
- Brief Supporting Statement**
  - Include for changes in prerequisites, course withdrawals, cross-listings, course titles and/or descriptions.

Completed Course Form Examples at <http://curricularservices.tamu.edu/forms/>

**MINIMUM SYLLABUS REQUIREMENTS** *(document and checklist combined)*

Reference <http://student-rules.tamu.edu/rule07> and <http://student-rules.tamu.edu/rule10>

- Course title, number, and term (e.g., Spring 201X), meeting times and location**
- Course description and prerequisites**
  - Prerequisites, even if none should be given and must match course form and catalog.
  - In addition to material chosen by instructor, the course description should closely follow the catalog description for the course. In some instances, the course description may include a rationale or context for the subject matter within the discipline.
- Learning Outcomes (required for undergraduate courses only)**
  - A learning outcome is defined as a statement of what the student will know or be able to do upon successfully completing the course. It must be both observable and measureable. The outcomes may include competencies developed in the course. Learning outcomes define what students need to do to show mastery of course materials. Additional assistance with learning outcomes is available through the Center for Teaching Excellence <http://cte.tamu.edu> and the Office of Institutional Assessment <https://assessment.tamu.edu/>.
- Instructor information**
  - Name, telephone, email, office hours and location. Not necessarily needed for new course requests.
- Textbook and / or resource materials**
- Grading policies**
  - Must include a grading scale (A=90-100, B=80-89, etc.).
  - Include weights as applicable to exams, laboratory assignments, field student work, projects, papers, homework, class attendance and participation, and other graded activities in the calculation of the course grade.
  - If more than 10% of grade is based on participation, syllabus should explicitly define and outline how grade is determined.
  - Stacked courses – syllabus must clearly indicate additional work required for graduate students.
  - Changing grading policies should occur only under extraordinary circumstances.
- Attendance and make-up policies**
  - Include website link to student rule 7 <http://student-rules.tamu.edu/rule07>
  - Must include attendance and make-up policy, especially if attendance/class participation will count as a grade.
  - Policies should detail excused absences, unexcused absences, and make-up policies.
  - Attendance and make-up policies should not contradict student rules.
  - See attached example.
- Course topics, calendar of activities, major assignments, test dates**
  - 14 weeks (15th week is first week of finals).
  - Include lab hours.
  - Must include dates on which major exams will be given and assignments will be due and should not be changed without notification of all students in the course.

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**Americans with Disabilities Act (ADA) Policy Statement**

- The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, currently located in the Disability Services building at the Student Services at White Creek complex on west campus or call 979-845-1637. For additional information visit <http://disability.tamu.edu>.
- Use current ADA statement with White Creek location and Disability Services (does not show Koldus, Cain Hall or Department of Student Life).
- Do not change statement; add separate paragraph if additional information is needed.

**Academic Integrity Statement and Policy**

- *"An Aggie does not lie, cheat or steal, or tolerate those who do."*
- Include Aggie Honor Code statement and website link <http://aggiehonor.tamu.edu>

**Helpful links for syllabus construction:**

- Academic Calendar <http://registrar.tamu.edu/General/Calendar.aspx>
- Final Exam Schedule <http://registrar.tamu.edu/General/FinalSchedule.aspx>
- On-line Catalog <http://catalog.tamu.edu/>
- Student Rules <http://student-rules.tamu.edu/>
- Religious Observances <http://dof.tamu.edu/content/religious-observance>
- Center for Teaching Excellence <http://cte.tamu.edu/>

**EXAMPLE**

**Attendance Policies:**

**Make-up Policy:**

If an absence is excused, the instructor will either provide the student an opportunity to make up any quiz, exam or other work that contributes to the final grade or provide a satisfactory alternative by a date agreed upon by the student and instructor. If the instructor has a regularly scheduled make up exam, students are expected to attend unless they have a university approved excuse. The make-up work must be completed in a timeframe not to exceed 30 calendar days from the last day of the initial absence.

The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for the absence. Among the reasons absences are considered excused by the university are the following (see Student Rule 7 for details <http://student-rules.tamu.edu/rule07>). The fact that these are university-excused absences does not relieve the student of responsibility for prior notification and documentation. Failure to notify and/or document properly may result in an unexcused absence. Falsification of documentation is a violation of the Honor Code.

- 1) Participation in an activity that is required for a class and appears on the university authorized activity list at <https://studentactivities.tamu.edu/app/sponsauth/index>
- 2) Death or major illness in a student's immediate family.
- 3) Illness of a dependent family member.
- 4) Participation in legal proceedings or administrative procedures that require a student's presence.
- 5) Religious holy day. NOTE: Prior notification is NOT required.
- 6) Injury or illness that is too severe or contagious for the student to attend class.
  - a) Injury or illness of three or more class days:  
Student will provide a medical confirmation note from his or her medical provider within one week of the last date of the absence (see Student Rules 7.1.6.1)
  - b) Injury or illness of less than three class days:  
Student will provide one or both of these (at instructor's discretion), within one week of the last date of the absence:
    - (i.) Texas A&M University Explanatory Statement for Absence from Class form available at <http://attendance.tamu.edu>
    - (ii.) Confirmation of visit to a health care professional affirming date and time of visit.
  - c) An absence for a non-acute medical service does not constitute an excused absence.
- 7) Required participation in military duties.
- 8) Mandatory admission interviews for professional or graduate school that cannot be rescheduled.
- 9) Mandatory participation as a student-athlete in NCAA-sanctioned competition.
- 10) In accordance with Title IX of the Educational Amendments of 1972, Texas A&M University shall treat pregnancy (childbirth, false pregnancy, termination of pregnancy and recovery therefrom) and related conditions as a justification for an excused absence for so long a period of time as is deemed medically necessary by the student's physician. Requests for excused absence related to pregnancy should be directed to the instructor.

Other absences may be excused at the discretion of the instructor with prior notification and proper documentation.

In cases where prior notification is not feasible (e.g., accident or emergency) the student must provide notification by the end of the second working day after the absence, including an explanation of why notice could not be sent prior to the class.

Accommodations sought for absences due to the observance of a religious holiday can be sought either prior or after the absence, but not later than two working days after the absence.