University of Arizona COP Syllabus Review Rubric[a,b]				
Criterion	Component/Description	Satisfactory		Curriculum Committee Comments (How to improve)
		Yes	No	
General information	Lists name, title, availability, and contact information of the primary instructor(s) and other members of the instructional team			
	Notes preferred form of communication/meeting with same site and distance learners			
	Notes number of units & hours (includes UA definition for required contact hours OR the link to the UA Course Type and Component Definitions)[c]			
	Clearly states course delivery and number of hours allotted for each unit (i.e., online vs. in-class)			
	States course management system (i.e., D2L)			
Course Objectives	Describes the course overview and goals			
	Are aligned with the Accreditation standards Appendix 1 and UA/CAPE outcomes[d]			
	Start with "this course will:"			
Expected Learning (Terminal) Outcomes	Describe what the student is expected to achieve in the course			
	Specific UA/CAPE outcomes that fit the course are selected			
	Start with "By the end of this course the student will be able to"			
	Indicates how these outcomes are assessed			
Textbook/material	States required and optional textbooks, material and readings			
Workload/ Requirements	States course workload expectations clearly and precisely			
	Notes course requirements clearly and precisely			
	Clearly notes course expectations (prerequisites, expected pre-course knowledge, assigned readings, pre- and post-class activities)			
	Clearly indicates number of hours allotted for out of class activities with known duration (i.e., length of pre-class videos)			
	Demonstrates *TO THE CURRICULUM COMMITTEE* that estimated hours of student homework meets the UA requirements for the course number of units[c,e]			
Grading Policy	Describes methods of evaluation clearly			
	Describes assignments/exams/required activities and points assigned to each			
	Explains method of exam delivery (i.e., D2L, ExamSoft)			
	Describes total number of points and grading scale used			
	Describes how the final grade is calculated			
	Clearly explains rounding or point system			

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	Clearly explains re-grading/dispute of grade policy			
	States final exam/project date/time information + link to UA final exam regulations			
Schedule	States schedule and due dates for assignments			
	States schedule for activities and topics			
Special Policies	States classroom behavior policies clearly			
	Includes code of academic integrity with the required link			
	States **attendance and participation** policy clearly			
	Clearly states absence policy for exams, quizzes & indicated activities, i.e., Clinical Skills Assessment (CSA), Objective Structured Clinical Examination (OSCE)			
Subject to Change	Includes required subject to change statement language			
Disability Resource Center Information	Includes accessibility & accommodations information/recommended language + link to DRC			
Other Required statements/links	Nondiscrimination and Anti-harassment Policy			
	Threatening Behavior Policy			
	Code of Academic Integrity			

Curriculum Committee Decision	Approved		Overall Comments
	Yes	No	