|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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/COEPA  outcomes**d** |  |  |  |
| Start with “this course will:” |  |  |  |
| Expected Learning (Terminal) Outcomes | Describe what the student is expected to achieve in the course |  |  |  |
| Specific UA/COEPA 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) |  |  |  |
| 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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| University of Arizona COP Syllabus Review Rubric**a,b** | | | | |
|  | 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 |
|  | |  |  |  |

**a** Please note that in order for a syllabus to obtain approval from the Curriculum Committee, ALL above requirements need to be met.

**b** Please use UA COP Syllabus Template for required links and language ***(Appendix 1)***

**c** Please refer to the attached UA Course Component Handout ***(Appendix 2).*** The UA Course Type and Component Definitions can be accessed at <https://archive.catalog.arizona.edu/2020-21/policy/course-type-and-component-definitions.html>

**d** Please refer to the attached UA [COEPA](https://live-azs-pharmacy.pantheonsite.io/sites/default/files/2025-04/COEPA-Curricular-Outcomes-and-Entrustable-Professional-Activities.pdf) Outcomes 2025 ***(Appendix 3)***

**e** OF NOTE, the information regarding estimated number of hours for student homework is ONLY required for the review and evaluation by the Curriculum Committee and is NOT required to be included in the student syllabus.