

## College of Arts and Sciences: Committee on Instruction

### New Course Evaluation Checklist

*This checklist is used by members of the Committee on Instruction in the new course review process. To ensure timely approval of course proposals, submitters are encouraged to review these criteria and incorporate them within their submissions. For further guidance, examples of exemplary syllabi are posted on this website: <http://www.oakland.edu/?id=20232&sid=187>. Any questions may be directed to Sandra Dykstra at [dykstra@oakland.edu](mailto:dykstra@oakland.edu).*

#### Web form for CAF:

<https://www2.oakland.edu/provost/caf/login.cfm> (OU user ID and password required)

- Completed CAF
- Course number is appropriate to course content and departmental numbering scheme.
- Course repeat options are clearly stated and justified (if applicable).
- Assigned course credits are appropriate to course content and related contact hours.
- Course prerequisites/co-requisites are appropriate to course content and target student audience.

- Memo from department chair/program director providing rationale and confirming departmental course approval
- Course information on syllabi consistent with CAF and rationale

#### Rationale:

- Justification for course or course changes
- Description of how course fits among the department's curriculum and offerings

#### Course Description and Objectives:

- Course descriptions: catalog description and more in-depth description.
- Course objectives: align with description and are supported by topics noted in syllabus
- Include: learning goals and outcomes, assessed knowledge/skills that are a focus of this course.
- Required texts, readings, other resources
- Weekly topical outline (detailed information encouraged)

#### Methods of evaluation:

- Papers/projects/presentations/etc.
- Expectations/goals of these assessments
- For 100/200 level courses, assessment in place to meet OU mid-term grade requirement

#### Grading policy

- Note if/how assessments are weighted
- If attendance is graded, clearly state policy/expectations
- If participation is graded, clearly state policy/expectations
- Note how grades/points/percentages convert to OU 4.0 grading scale.  
*Points/percentages may vary between courses but should clearly convert to OU grading scale.*

\*Sample grading scale: 400 (100%) - 4.0  
360 (90%) - 3.6  
320 (80%) - 3.0  
280 (70%) - 2.0  
240 (60%) - 1.0

### **Other Items**

*The following items are to be included in syllabi. You are welcome to copy them verbatim. Just make sure your policies are consistent with OU policy as described below.*

### **Special Considerations**

A student with a documented learning or physical disability must contact the Office of Disability and Support Services, 121 North Foundation Hall, (248) 370-3266, and inform the professor of special needs during first week of classes. For more information, visit <http://www.oakland.edu/dss>.

### **Policy on Academic Misconduct**

The University's regulations that relate to academic misconduct will be fully enforced. Any student suspected of cheating and/or plagiarism will be reported to the Dean of Students and, thereafter, to the Academic Conduct Committee for adjudication. Anyone found guilty of academic misconduct in this course may receive a course grade of 0.0, in addition to any penalty assigned by the Academic Conduct Committee. Students found guilty of academic misconduct by the Academic Conduct Committee may face suspension or permanent dismissal. The full policy on academic misconduct can be found in the General Information section of the Undergraduate Catalog.

### **Excused Absence Policies**

The University excused absence policy applies to participation as an athlete, manager or student trainer in NCAA intercollegiate competitions, or participation as a representative of Oakland University at academic events and artistic performances approved by the Provost or designee. For the excused absence policy, see <http://www.oakland.edu/?id=6850&sid=175>.

For instructor-determined attendance policies, the Committee recommends careful consideration of the severity of the penalties so that the policy is not overly harsh, especially in cases of true student hardship. Also, the COI suggests that "double penalties," in which both participation and absence grades are affected by missing class, are overreaching. Further, the committee recommends against policies, for example, in which an absence has the same grade-lowering effect as missing or failing the final exam.