

CAPC Syllabus Checklist

The CAPC reviews Syllabi for new course proposals and changes to existing courses using a rubric that we have shared here in the form of a checklist.

If these components are provided with relevant detail in the Syllabus that accompanies the course proposal in CIM, there's a strong likelihood the CAPC will stamp its approval of the course.

Useful Links:

CAPC Guidelines - <https://eberly.wvu.edu/faculty-and-staff/academic-affairs/curriculum>

CIM Course Proposal - <https://futurecatalog.wvu.edu/courseadmin/>

Course Number/Title/Instructor: Are the following items provided in the syllabus?

See guidelines here - [Course Number/Title/Instructor](#)



Does the Course Number accurately reflect the intended audience?

Does the Course Title accurately reflect the content of the course?

Instructor Name

Instructor's Email Address

Office Hours (typically 1 hr./week/credit hr. 3 credit course = 3 office hours over multiple days)

Course Information: Are the following items accurately described in the syllabus?

See guidelines here - [Course Information](#)

Does the Number of Credit Hours accurately reflect the amount of expected work?

Do Pre-requisites match information in CIM?

Is course Repeatability defined correctly in CIM?

Is the Course Description in the syllabus more descriptive and detailed than the catalog description?

Are the Learning Outcomes phrased correctly, at the appropriate level of the class, and can they be meaningfully assessed (e.g. clear connections between the assessment(s) and the types of thinking, skills, and knowledge described in the course learning outcomes)?

See guidelines here - [Learning Outcomes](#)

Are the Required Text(s), Supplies, and other Course Materials clearly specified, and will students know where to obtain them?

See guidelines here - [Course Materials](#)

Assessments: Review all major assignments/assessments using the following criteria.

See guidelines here - [Assessments](#)

List major assignments/assessments with brief explanation of grading criteria for each.

Multiple formative assessments where students are provided feedback.

Statement indicating that Rubrics will be available/provided for major assignments.

Sample assignment Rubric provided in Syllabus.

Grades: Are the following criteria provided in a simple tabulated format?

See guidelines here - [Grades](#)

List major assignments/assessments and the number of each type.

Points associated with each assignment/assessment and the total points in each category.

Percentage (of final) grade for each category.

Grade Scale: Table showing range of total points corresponding to final letter grade.

Is a detailed Mid-Semester Grade statement included accounting for 25-40% of the final grade.

Course Policies: Are the following items provided?

See guidelines here - [Policies](#)

TLC Course Policies link included.

Course specific policies are enforceable.

Late work and Make-up policies incentivize attendance and follow university guidelines.

Course Schedule: Is the Schedule formatted to include the following:

See guidelines here - [Course Schedule](#)

Does the schedule account for the correct number of weeks of instruction?

Indicate each assessment/assignment, due dates, exams, and days the university is closed.

Formatted clearly and unambiguously.

[Decisions](#) from the CAPC falls into three categories. *By ensuring the Syllabus and CIM entry meets the criteria listed above we hope that your course proposal falls into the first category.*

1. **Pass:** the course is forwarded to Faculty Senate Curriculum Committee. Faculty Senate will reach out with any additional feedback.
2. **Pass pending:** the course needs revision, but once these revisions are complete, the course can be forwarded to Faculty Senate. Reply to committee feedback email with revised syllabus/updates when completed. After two months, inactive Pass Pending items will be rolled back to the initiator.
3. **Revise and resubmit:** the course needs substantial revision, feedback will be provided, and the proposal will be returned to its originator. Program should be approved forward in CIM for a new review once all requested revisions have been addressed.