**West Chester University**

**Course Approval Form / Syllabus Review Rubric**

**Course Title: Date: Reviewer:**

**Nature of Change:**

🞏 Addition of Course 🞏 Credit Increase 🞏 Number Change 🞏 Prerequisite Change

🞏 Deletion of Course 🞏 Credit Decrease 🞏 Other

**Purpose of Course:** 🞏 General Education 🞏 Major Program Requirement

🞏 Course is required

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Requirements / Documentation** | **Yes** | **No** | **N/A** | **Comment(s)** |
|  | Course additions or revisions are part of a curriculum revision or new program (Program Action Form has been submitted) |  |  |  |  |
|  | If a course is being proposed for cross-listing in both divisions, separate forms and syllabi have been submitted for each. |  |  |  |  |
|  | If Prerequisite Change, change does not increase the number of required credits for the program |  |  |  |  |
|  | If Number Change, changes a lower division (100 or 200) course to an upper division (300 or 400) course, or vice versa |  |  |  |  |
|  | Course title is not more than 50 characters in length |  |  |  |  |
|  | Course description shows reasonable correspondence to course title |  |  |  |  |
|  | Catalog description meets recommended length: 2 – 3 sentences; maximum 150 words. |  |  |  |  |
|  | Written statement clearly explains and outlines the proposed change/addition/subtraction |  |  |  |  |
|  | Written statement clearly explains the rationale for proposal (e.g. reflecting program review recommendations, accreditation requirements, assessment results, changes in the discipline) |  |  |  |  |
|  | Evidence is submitted to support rationale |  |  |  |  |
|  | Syllabus shows internal consistency: course description, learning outcomes, course outline, evaluations. Assignments comply with Evaluation policy. |  |  |  |  |
|  | Both course learning outcomes and programmatic student learning outcome information are included on syllabus. The course learning outcomes are linked, directly, to programmatic student learning outcomes. For General Education courses see below.\* |  |  |  |  |
|  | Syllabus includes required statements: ADA, public safety, academic integrity |  |  |  |  |
|  | If resources are not sufficient, proposal explains how this will be addressed |  |  |  |  |
|  | If similar course exists, explanation submitted clearly shows course is necessary |  |  |  |  |
|  | If other departments are impacted by this change, impact statements are required from all affected departments |  |  |  |  |

**Recommendation:**

\_\_\_\_ Recommend approval

\_\_\_\_ Recommend further Clarification of the following items:

\_\_\_\_ Not recommended

\* Syllabi for all approved General Education courses must also include a General Education statement and a listing of the general education goals/student learning outcomes to which the course contributes (as previously approved by CAPC). Course learning objectives should also be linked, directly, to general education goals/student learning outcomes (in the same way that they are linked to other programmatic student learning outcomes). If courses are also approved as writing emphasis (“W”), interdisciplinary (“I”), and/or diverse communities courses (“J”), syllabi must also contain a prominent statement that identifies the course as such and highlights the general education goals associated with each designation.

Revised November 2013