

Course Action Review Checklist

The following fields should be reviewed in CIM and the syllabus for **completion**, adherence to **University standards**, and **clarity** of communication to students via the syllabus.

Field to Check	Check list
Title and Abbreviated Title	<input type="checkbox"/> Reflect content? <input type="checkbox"/> Possible subject overlap?
Credit and Contact Hours	<input type="checkbox"/> Appropriate number of credits for required work? <input type="checkbox"/> Contact Hour/Credit Hour Ratio Correct? (see link for reference)
Course Length	<input type="checkbox"/> Fall/Spring: Usually 16 wks full term, 8 weeks ½ term; Summer: Usually 5 or 10 weeks <input type="checkbox"/> Final exam or project included in course schedule
Grading Method	<ul style="list-style-type: none"> • Graded/SU allows for both options <input type="checkbox"/> If Graded or SU only, clearly stated in syllabus/description
Repeat for Credit	<ul style="list-style-type: none"> • Reserved for courses where topics vary and/or structure is cumulative <input type="checkbox"/> Expectations for repetition clearly stated in description? <input type="checkbox"/> Number of repetitions and total possible credits clearly stated?
Instructor Name/Rank	<input type="checkbox"/> Instructor name and rank/title is listed
Pre/Corequisites/Restrictions	<input type="checkbox"/> Clearly stated whether course is P or C? <input type="checkbox"/> Requirement appropriate and enforceable? <input type="checkbox"/> Do all required courses exist? <ul style="list-style-type: none"> • P: Courses must be in progress or completed before enrolling • C: Courses can be in progress, completed, or simultaneously enrolled • R: Student restriction – So/Jr standing, GPA, student group etc.
Catalog Description	<input type="checkbox"/> Reflects course content <input type="checkbox"/> Includes notices for field trips/transportation, fees, required events outside of class time.
Justification	<input type="checkbox"/> All revisions explained
Student Learning Outcomes	<input type="checkbox"/> Listed out and relate to topics and evaluation methods of course.
Student Evaluation Methods	<input type="checkbox"/> Percentages add up to 100% <input type="checkbox"/> Different expectations for dual-level courses clearly stated
Syllabus	<input type="checkbox"/> Present (see other side for syllabus regulation checklist)

Syllabus Review Checklist

The following fields should be reviewed in the syllabus for **completion**, adherence to **University standards**, and **clarity** of communication to students.

Syllabus Reg	Check list
2.1 Instructor Info	<input type="checkbox"/> Name, address, phone number, e-mail <input type="checkbox"/> Course prefix, number, title, credit hours, semester
2.2 Requisites	<input type="checkbox"/> Prerequisites/Corequisites/Enrollment Restrictions. If “none” state “none.”
2.3 GEP	<input type="checkbox"/> GEP Category <input type="checkbox"/> GEP Objectives/related outcomes
2.4 Learning Outcomes	<input type="checkbox"/> Student Learning Outcomes: Should not differ significantly from section to section of course offering.
2.5 Expenses	<input type="checkbox"/> Required textbooks (author, title, date/edition, cost) <input type="checkbox"/> Required instructional materials or supplies (cost) <input type="checkbox"/> Required expenses (rental, admission, field trip costs)
2.6 Description	<input type="checkbox"/> Course overview including at least the catalog description (catalog description should match CIM)
2.7 Components	<input type="checkbox"/> Components listed (Lecture, Lab, etc) <input type="checkbox"/> How course is structured (how these components operate)
2.8 Schedule	<input type="checkbox"/> Projected schedule (subject to change) of classes, including labs and field trips/activities
2.9 Transportation	<input type="checkbox"/> Students must be informed whenever they must provide their own transportation to a field trip or internship site.
2.10 Safety & Risk	<input type="checkbox"/> Statement for labs, physical activity, internship about risk assumption <input type="checkbox"/> Safety briefing included in schedule
2.11 Grading	<input type="checkbox"/> Relative value of quizzes, tests, and expectations for those components. <input type="checkbox"/> Requirements for full value of participation/attendance. <input type="checkbox"/> Conversion system from numerical to letter grading (NCSU REG 02.50.03)
2.12 Late Work	<input type="checkbox"/> Instructor’s policy on acceptance of late assignments. <input type="checkbox"/> Impact of late assignments on grading of assignment and course.
2.13 Attendance	<input type="checkbox"/> Instructor’s attendance policy: procedures for submitting excuses and scheduling makeup work <input type="checkbox"/> Any academic penalties for unexcused absences <input type="checkbox"/> Instructor’s number of acceptable excused absences: Attendance Regulation (NCSU REG02.20.03)

<p>2.14 Integrity</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Instructor’s expectations re: academic integrity in completion of tests, quizzes, assignments, etc. <input type="checkbox"/> Include reference to Code of Student Conduct policy (NCSU POL11.35.1)
<p>2.15 Students with Disabilities</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Statement included: “Reasonable accommodations will be made for students with verifiable disabilities. In order to take advantage of available accommodations, students must register with the Disability Resource Office at Holmes Hall, Suite 304, 2751 Cates Avenue, Campus Box 7509, 919-515-7653. For more information on NC State’s policy on working with students with disabilities, please see the Academic Accommodations for Students with Disabilities Regulation (REG02.20.01)”
<p>2.16 Electronic Components</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Electronically-hosted components listed, including notes regarding privacy, copyright, and accessibility. <input type="checkbox"/> One of the following statements: “Students may be required to disclose personally identifiable information to other students in the course, via electronic tools like email or web-postings, where relevant to the course. Examples include online discussions of class topics, and posting of student coursework. All students are expected to respect the privacy of each other by not sharing or using such information outside the course.” “This course may involve electronic sharing or posting of personally identifiable student work or other information with persons not taking or administering the course. Students will be asked to sign a consent form allowing disclosure of their personally identifiable work. No student is required to sign the consent form as a condition of taking the course. If a student does not want to sign the consent form, he or she has the right to ask the instructor for an alternative, private means of completing the coursework.”
<p>2.17 PRRs</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Statement included: “Students are responsible for reviewing the NC State University PRR’s which pertains to their course rights and responsibilities: <ul style="list-style-type: none"> • Equal Opportunity and Non-Discrimination Policy Statement https://policies.ncsu.edu/policy/pol-04-25-05 with additional references at https://oied.ncsu.edu/equity/policies/ • Code of Student Conduct https://policies.ncsu.edu/policy/pol-11-35-01 • Grades and Grade Point Average: https://policies.ncsu.edu/regulation/reg-02-50-03 • Credit-Only Courses https://policies.ncsu.edu/regulation/reg-02-20-15 • Audits https://policies.ncsu.edu/regulation/reg-02-20-04This link will open in a new window”