Guide to Office of Academic Programs, Assessment and Accreditation

**Staff:** Bill Bogley, Director (7-5158)  
Gary Beach (7-2815) and Sarah Williams (7-9560), Curriculum Coordinators  
Stefani Dawn, Director of Assessment (7-0919)  
Bev Dirks, Assistant to the Director (7-7463)

**Academic Programs website:** [http://oregonstate.edu/admin/aa/apaa/academic-programs/home](http://oregonstate.edu/admin/aa/apaa/academic-programs/home)

**Curriculum:** [http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum](http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum)

**Curriculum Handbook:**  

**Curriculum Proposal System:** [https://secure.oregonstate.edu/ap/cps/](https://secure.oregonstate.edu/ap/cps/)

**Curricular Policies and Procedures:**  
[http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum/curricular-policies-and-procedures](http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum/curricular-policies-and-procedures)

**Syllabus Minimum Requirements:**  
[http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum/curricular-policies-and-procedures#116](http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum/curricular-policies-and-procedures#116)

**Syllabus - Minimum Requirements**

Category II proposals to create a new course or to change a course (including add/delete BCC, DPD or WIC status, change grading mode, prerequisites, course description, credits) **require a syllabus** to be attached under Documents in the proposal. Special Topics and Blanket Numbered courses do not require a Category II proposal (and therefore no syllabus). All syllabi should include the following information:

- **Course Name:** For example, *Introduction to Statistics*  
- **Course Number:** For example, *St 101*  
- **Course Credits:** Include the number of hours the course meets per week/term in lecture, recitation, laboratory, etc. In the case of online courses, please comment on the number of hours on average that students will interact with course materials. For example, "This course combines approximately 90 hours of instruction, online activities, and assignments for 3 credits."
- **Prerequisites, Co-requisites and Enforced Prerequisites:** See the following link to Prerequisite Enforcement from the Office of the
Registrar:  http://oregonstate.edu/registrar/prerequisite-enforcement.

- **Course Content**: Include concise outline of topics and/or activities.
- **Course Specific Measurable Student Learning Outcomes**: See Student Learning Outcomes for a definition and instructions. (For 4XX/5XX courses, list appropriate distinctions in outcomes, instructional opportunities, and evaluation procedures between the 4XX and 5XX versions of the course.) For online (Ecampus) courses, student learning outcomes must be identical to those in the on-campus course, even though the mode of delivery and course content might differ.
- **Baccalaureate Core Category Learning Outcomes**: If the course is Baccalaureate Core, include category specific learning outcomes (verbatim) with course specific measurable student learning outcomes, as well as an explanation of how these outcomes will be achieved and assessed. See: http://oregonstate.edu/ctl/baccalaureate-core.
- **Evaluation of Student Performance**
- **Learning Resources**: Textbooks, lab manuals, etc.; indicate if required or optional.
- **Statement Regarding Students with Disabilities**
  "Accommodations are collaborative efforts between students, faculty and Disability Access Services (DAS). Students with accommodations approved through DAS are responsible for contacting the faculty member in charge of the course prior to or during the first week of the term to discuss accommodations. Students who believe they are eligible for accommodations but who have not yet obtained approval through DAS should contact DAS immediately at 737-4098."
- **Link to Statement of Expectations for Student Conduct**, i.e., cheating policies

**Approval & Revisions**: Curriculum Council 11/12/2005; 05/04/2012  
**Additional Information**: Student Learning Outcomes; Slash (4XX/5XX) Courses;

**Curriculum Handbook**