

UOPX Incremental Formatting Guidelines

	Associate Level Courses 100-299	Bachelor Level Courses 100-199	Bachelor Level Courses 200-299	Bachelor Level Courses 300-399	Bachelor Level Courses 400-499
Tables & graphs	N/A	N/A	May use tables/graphs/figures but are not formatted or consistent with APA guidelines	Uses tables/graphs/figures and formats with minor errors. Consistent with APA guidelines	Uses tables/graphs/figures and are accurately formatted. Consistent with APA guidelines.
Headings	N/A	N/A	Uses one heading level	Uses multiple levels of headings with minor errors. Consistent with APA guidelines	Accurately uses multiple levels of headings. Consistent with APA guidelines
Intellectual Property	Intellectual Property is recognized in in-text citation and on reference page, with little emphasis on correct formatting	Intellectual Property is recognized in in-text citation and on reference page, with little emphasis on correct formatting	Recognizes intellectual property, has errors in the in-text citations and references. Consistent with APA guidelines	Intellectual property is cited in- text and matches the reference page. Minor errors in citation and reference formatting are present. Consistent with APA guidelines	Intellectual property is accurately cited in-text and on the reference page. Consistent with APA guidelines
Format Paper has formatting consistency, and meets all minimum requirements for level	<ul style="list-style-type: none"> • Double-spaced • 12 point font size • 1" margins (top, bottom, right, left) • Times New Roman, Arial, or Courier 	<ul style="list-style-type: none"> • Double-spaced • 12 point font size • 1" margins (top, bottom, right, left) • Times New Roman, Arial, or Courier 	<ul style="list-style-type: none"> • Double-spaced • 12 point font size • 1" margins (top, bottom, right, left) • Times New Roman, Arial, or Courier • Has formatting errors 	<ul style="list-style-type: none"> • Double-spaced • 12 point font size • 1" margins (top, bottom, right, left) • Times New Roman, Arial, or Courier • Has minor formatting errors 	<ul style="list-style-type: none"> • Double-spaced • 12 point font size • 1" margins (top, bottom, right, left) • Times New Roman, Arial, or Courier • Accurate formatting with little or no formatting errors
Title Page	Title page includes student name, course, paper title, date, and faculty name	Title page includes student name, course, paper title, date, and faculty name	Title page includes student name, course, paper title, date, and faculty name	Title page includes student name, course, paper title, date, and faculty name	Title page includes student name, course, paper title, date, and faculty name
Incremental Learning Outcomes	<i>Outcome: Comfort in putting ideas on paper</i>	<i>Outcome: Comfort in putting ideas on paper</i>	<i>Outcome: Uses headers, tables, and citations, but has errors</i>	<i>Outcome: Uses headers, tables, and citations and has minor errors</i>	<i>Outcome: Accurately uses UOPX formatting guidelines and consistent with APA guidelines</i>
	Associate Level Courses 100-299	Bachelor Level Courses 100-199	Bachelor Level Courses 200-299	Bachelor Level Courses 300-399	Bachelor Level Courses 400-499

UOPX Incremental Formatting Guidelines

	Masters Course Level M-1	Masters Course Level M-2	Doctoral Course Level D-1	Doctoral Course Level D-2
Tables/graphs	Uses tables/graphs/figures and formats with minor errors. Consistent with APA guidelines	Accurately uses tables/graphs/figures and formats. Consistent with APA guidelines	Uses tables/graphs/figures and formats with minor errors. Consistent with APA guidelines	Accurately uses tables/graphs/figures and formats. Consistent with APA guidelines
Headings	Uses multiple levels of headings with minor errors. Consistent with APA guidelines	Accurately uses multiple levels of headings. Consistent with APA guidelines	Uses multiple levels of headings with minor errors. Consistent with APA guidelines	Accurately uses multiple levels of headings. Consistent with APA guidelines
Intellectual Property	Intellectual property is cited in-text and matches the reference page. Minor errors in citation and reference formatting are present. Consistent with APA guidelines	Intellectual property is accurately cited in-text and on the reference page. Consistent with APA guidelines	Intellectual property is cited in-text and matches the reference page. Minor errors in citation and reference formatting are present. Consistent with APA guidelines	Intellectual property is accurately cited in-text and on the reference page. Consistent with APA guidelines
Format Paper has formatting consistency, and meets all minimum requirements for level	<ul style="list-style-type: none"> • Paper meets all minimum guideline requirements for level • Paper is double-spaced • 12 point font • 1" margins (top, bottom, right, left) • Times New Roman, Arial, or Courier • Paper has minor APA formatting errors 	<ul style="list-style-type: none"> • Paper meets all minimum guideline requirements for level • Paper is double-spaced • 12 point font • 1" margins (top, bottom, right, left) • Times New Roman, Arial or Courier • Paper has little or no APA formatting errors 	<ul style="list-style-type: none"> • Paper meets all minimum guideline requirements for level • Paper is double-spaced • 12 point font • 1" margins (top, bottom, right, left) • Times New Roman, Arial • Paper has minor APA formatting errors 	<ul style="list-style-type: none"> • Paper meets all minimum guideline requirements for level • Paper is double-spaced • 12 point font • 1" margins (top, bottom, right, left) • Times New Roman, Arial • Paper has little or no APA formatting errors
Title Page	Title page includes student name, course, paper title, date, and faculty name	Title page includes student name, course, paper title, date, and faculty name	Title page and running head are formatted and consistent with APA guidelines	Title page and running head are formatted and consistent with APA guidelines
Incremental Learning Outcomes	Outcome: <i>Paper is consistent with APA guidelines but has minor errors.</i>	Outcome: <i>Proficient in UOPX Formatting guidelines, consistent with APA guidelines.</i>	Outcome: <i>Paper is consistent with APA guidelines but has minor errors</i>	Outcome: <i>Documents are consistent with APA, and is suitable for publishing</i>
	Masters Course Level M-1	Masters Course Level M-2	Doctoral Course Level D-1	Doctoral Course Level D-2