**Steps in the Academic Programs Review Process (For 2018-19 AY)**

(AKA Things to check before submitting to the Provost Review Level)

**Major Maps**

1. **Check for catalog and prerequisite changes:** On the sequencing page, click on the link in the upper right side or bottom right corner that says, "Check catalog and prerequisites changes".

   **Top right:**
   ![Check catalog and prerequisites changes](image1)

   **Bottom right:**
   ![Continue to Curriculum Checksheet](image2)

   **a.** Rebuild any courses that have changed title or GS designations.

   **b.** The top portion of the report will also indicate if a course or topic is no longer available in the course catalog. In some situations, the course may have just changed prefixes and/or numbers. In other situations, the course may have been inactivated by the unit. Please consult the PeopleSoft course catalog and Curriculum ChangeMaker in order to determine the status of the course.

   **c.** The bottom portion of the report will indicate if a course's enrollment requirements have changed. If this is the case, the prerequisites may no longer be met on the major map. This report can alert units to potential concerns so they may be proactive in resolving any enrollment requirement issues.

2. **Check Prerequisites:** Use the sequencing view to check the green prerequisite icon. If the prerequisites for a requirement are met, the course prefix and number will display as green. Check one term at a time.

   ![Prerequisites Example](image3)

The prerequisite icon ( ) will also display for courses that have one or more of the following:
- a major as a prerequisite (e.g. Construction Management BS or Construction Engineering BSE major)
- a minimum GPA prerequisite (e.g. minimum 2.25 GPA)
- a minimum standing prerequisite (e.g. minimum junior standing)
- the iCourse or oCourse attribute

![Pre-requisites Example](image4)

For courses that require a minimum GPA, it is recommended that a note is added to a previous term to alert students to this enrollment requirement. If a certain standing is required, please ensure that the course is in an appropriate term. For example, if a course requires at least junior standing, the student would need at least 56 hours to register. As a result, this course could not be in term 2 because the student would not have enough earned hours to register.
Check to make sure that all prerequisites are met and make note of any that are not met. Ensure that if the prerequisite is present in an earlier term, it is not an optional course in that term but rather a required course. There are four options when prerequisites are not met:

1. Re-sequence the courses on the major map.
2. Add the missing prerequisite to the major map in an earlier term.
3. Remove the course from the major map.
4. Modify the prerequisites for the course via a Modify Course Form in Curriculum ChangeMaker. (See Curriculum Workflow Sequence Calendar for deadlines.)

3. Check structure of curriculum checksheet and make sure it says "Major Map Validation” in the bottom left corner. Please build categories in the major requirements section and structure it like your DARS. Also, please keep checksheets organized and delete old requirements that are no longer used on the major map (see highlighted icon below).

4. Ensure that any new requirements were dragged and added into the appropriate terms: The sequencing is not automatically updated. Please check that the courses or requirements on your checksheet match what is present in the terms, especially with respect to hours, and that the terms truly reflect the requirements of your major. Notes such as "See advisor for course options" or "Go to unit’s website for course options" are not acceptable.

5. Flagged Courses: Check flagged courses to see if they have already been approved. If they have, revert to the approved course by rebuilding them. If not, include a note in the communication notes when submitting the major map. Major maps should not be submitted to Provost review with any flagged courses that are not already at University Review level in Curriculum ChangeMaker. Major maps cannot be sent to DARS or posted on Degree Search otherwise. (Please see Curriculum Workflow Sequence Calendar for deadlines.)

6. Preview in Degree Search: Look at the major map as it would be seen in Degree Search. This is what students will see when they view the major map.

   a. Hover over each course to make sure that the course information is popping up. If nothing pops up, check the PeopleSoft course catalog to see if this course may have changed numbers, subjects or is now inactive. Update the major map accordingly.
b. This also allows you to verify that the correct number of hours are listed for a course:

![Image of a course chart with details and unit counts.] Check to ensure that the units and hours match.

c. Check that every requirement is either linked to the course catalog or to the track groups below. If it is linked, it will appear as a maroon color. If it is unlinked, it will be gray. If a track/group requirement or a course elective is unlinked, go to the curriculum check sheet and edit:

![Image of a course requirement form with options for linking and unlinking.] If an elective is unlinked, make sure to check the appropriate radio button below. If a track/group requirement is unlinked, check this box to link to track group.

d. Check track/groups for correct title and order. The title of the track/groups should match the corresponding requirement in the terms. Also, if the track/groups are not in alphanumeric order, please reorder them.

7. Critical and Necessary Courses: In the sequencing view, check that terms 1-4 (1A – 4B for online maps) have critical courses or requirements, and terms 5-8 (5A-10B for online maps) have necessary courses or requirements. There should be at least one critical or necessary course or requirement per numerical term. **Note:** Courses should be marked necessary if they are required to continue on the path toward graduation. Courses that are prerequisites for courses in later terms or are sequential in nature are good examples of necessary courses.
8. **ENG Completion Check:** Term 2 (Term 2B for online) should have a completion check for ENG 101 OR 105 OR 107. If the ENG courses block was critical in terms 1 and 2, then the completion check should not be critical. If the ENG courses block was not critical, then the completion check should be critical. The "Complete ENG 101 OR ENG 105 OR ENG 107 course(s)" completion check is a university requirement. Term 3 may also have the "Complete First-Year Composition" check, but this not mandatory.

9. **Math Completion Check:** Term 3 (Term 3B for online) should have a math completion check. If at least one MA course was critical in terms 1-2, this completion check should not be critical. If none of the MA courses were critical, this completion check should be critical.

10. **C, G, and H Completion Check:** Term 6 should have a necessary completion check for the General Studies awareness areas (Cultural, Global, and Historical). This should be built as a single check with multiple requirements.

11. **Confirm that other completion checks make sense:**
    
    a. Is it redundant? (If course is already critical or necessary in a previous term, a completion check is unnecessary.)
    
    b. Is it in the correct term?
    
    c. Does it contain courses from previous terms?
    
    d. Is it built correctly? (check ANDs, ORs and ORs)

    **(NOTE:** It is highly preferred that a course is marked critical or necessary rather than having a critical or necessary completion check in a later term. This ensures that students do not fall two or more terms behind.)

12. **Check Notes:** Make sure that any notes in the terms are clear. Notes should not be a course requirement, milestone, completion check or a GPA check. Notes cannot be checked or enforced, while courses, milestones and GPA checks can be enforced with the eAdvisor Tracking Tool. Please ensure that all hyperlinks found within term notes or the track/group notes are still functional. Finally, please paste notes using the "Paste as Text" button so that all formatting is stripped out.

13. **Check for the three standard notes in Term 1:**
    
    • SAT, ACT, Accuplacer, IELTS or TOEFL score determines placement into first-year composition courses
    
    • Mathematics Placement Assessment score determines placement in mathematics course
    
    • ASU 101 or college-specific equivalent First-Year Seminar required of all freshman students

14. **Check that Career and Professional Development notes** are included in applicable terms for the major. Please add at least one note per academic year. See https://catalog.asu.edu/career_integration for more information.

15. **Check language major maps for note regarding placement options for beginning language courses:** Clarify to the students what options will be accepted for fulfilling the language requirement (see screen shot below for example).
    
    • Can students place out of courses? In some cases, CLEP, AP and the placement exams offered by the School of International Letters and Cultures are all viable options.
    
    • Please direct students to the appropriate resource.

- **ASU Language Placement:** Only true beginners are eligible for 101-level courses. All other students are required to take a placement exam, regardless of prior credit earned.
16. Check Milestones: Make sure that milestones are in the appropriate term as milestones are enforced at the end of a term, not the beginning. Also ensure that milestones are not actually GPA checks or course completion checks.

17. Make sure everything is in the correct order:

   a. First, critical and necessary courses are listed in alphanumeric order.
   b. Next, specific course requirements are listed in order from most specific to least specific:
      i. specific course requirements
      ii. General Studies requirements
      iii. university electives
   c. Finally, non-course requirements (GPA checks, completion checks, milestones, etc.) come after course requirements. Please list these in alphanumeric order with critical or necessary requirements listed first.

18. Check that there are no omnibus courses (194, 294, 394 and 494) with specific topics required in the terms. If an omnibus course is required, it needs to be submitted for a permanent number in Curriculum ChangeMaker before the deadline. (See the Curriculum Workflow Sequence Calendar.) Omnibus courses may be included in track/groups so long as they are options and not specifically required.

19. Check that there are no upper-division courses in terms 1-4 (1A-4B for online) as this can cause issues for our transfer students. If it is unavoidable, please provide a justification statement when submitting the major map.

20. Check that courses have the right number of hours. The hours should be in multiples of three whenever possible. Please do not break out university electives to be less than three hours unless absolutely necessary. If a course says 6 hours, it should say, "Complete 2 courses." If a course says 9 hours, it should say, "Complete 3 courses."

   Complete 2 courses: 6
   Elective
To change the text above the requirement, double click on the requirement in the term on the sequencing page. The pop-up below will appear. Then select the appropriate number of courses from the drop-down and click Add/Update.

21. **Check that major map matches graduation audit.** The major map and graduation audit **MUST** match. Note any adjustments that have been made to the major map and work with your DARS encoder to adjust the graduation audit accordingly. The eight semester tracking audits used for the eAdvisor Tracking Tool cannot be built until the major map and graduation audit match.

   - Remember that if there is an Online version of a degree program, the same graduation audit is used for the students. Any specific requirements on a ground major map must also be specific requirements on an Online major map.
   - All courses on Online maps **must** have the oCourse attribute.
   - Online map track/groups lists may be a subset of options from the ground map in order to only include those courses that are offered as oCourses.

22. **Ensure that the amount of General Studies on the major map is appropriate.** Do **not** overload your map with generic General Studies as the eAdvisor Tracking Tool cannot check for more than the required number of hours. If a specific course has a designation (e.g. PSY 101 is a SB course), then that will count toward the 15 total hours.

   - 6 hours of Literacy and Critical Inquiry (L) with at least 3 hours upper-division
   - 6 hours of Mathematical Studies (3 hours of Mathematics (MA) and 3 hours of Computer/Statistics/Quantitative (CS))
   - 6 hours of Humanities, Arts and Design (HU) (lower or upper-division)
   - 6 hours of Social-Behavioral Sciences (SB) (lower or upper-division)
   - 3 hours of Humanities, Arts and Design (HU) or Social-Behavioral Sciences (SB) (upper-division)
   - 8 hours of Natural Sciences (Quantitative (SQ) and General (SG)) with at least 4 hours of SQ
   - 3 hours of Cultural Diversity in the United States (C)
   - 3 hours of Global Awareness (G)
   - 3 hours of Historical Awareness (H)

23. **Check that requirements are built and sequenced in a way that works best with eAdvisor Tracking Tool.** For more information, see the [Build a Major Map Training Guide](#) or speak with your DARS encoder. Some things to **avoid** include:

   - Listing (HU or SB) as a requirement. Keep these separate.
   - Splitting apart (UD HU or UD SB). Keep these together.
   - Pairing an elective with a General Studies requirement (e.g. Elective OR Literacy and Critical Inquiry (L))
   - Listing **required** courses with a General Studies requirement (e.g. PSY 101 OR SOC 101 OR SB)
   - Placing generic (SQ or SG) before generic SQ on major map
   - Splitting out awareness areas (C, G or H). If possible, try to pair these with an HU or SB (e.g. (HU and C) or (SG and G)).
   - Listing lower-division courses in track group when requirement in term asks for upper-division courses only.
   - Splitting electives apart into less than three hours.

24. **Check sequencing page to make sure it says "Major Map is valid" in the bottom left corner.** If it does not say this, find out what the major map is missing and make any necessary adjustments.