**Steps in the Academic Programs Review Process (For 2019-20 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: ![Preview in degree search](image)
   Bottom right: ![Compare with previous year](image)

   a. Rebuild any courses that have changed titles or General Studies designations.

   b. If a course or topic shows as no longer available in the course catalog, check for changed prefixes and/or numbers, or if the course has been inactivated. Please consult the PeopleSoft course catalog and Curriculum ChangeMaker in order to determine the status of the course. If a course is inactive, it must be removed from the major map.

   c. The bottom portion of the report shows changes to course enrollment requirements. Be sure that the prerequisites are still 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](image)

   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

   ![You will have to read the enrollment requirements text, since the coding for these types of enrollment requirements does not display in BAMM.](image)
For courses that require a minimum GPA, it is recommended that a note be 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, a course requiring at least junior standing, a student needs at least 56 hours to register. This course would need to be in a term beyond completion of 56 hours.

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. Leave course as is only if a Modify Course Form for the new prerequisites is already at University review level in Curriculum ChangeMaker. (It is too late to submit changes for 2019. See Curriculum Workflow Sequence Calendar for deadlines.)

3. Check structure of curriculum checksheet and make sure it says "Validation" in the bottom left corner. Please build/maintain categories in the major requirements section and structure it like your DARS. This affects both the graduation audit and transfer maps.

4. Ensure all requirements are sequenced: Please keep checksheets organized and delete old requirements that are no longer used on the major map. A credit countdown shows how many credits you have left to sequence for that requirement. The goal is to have the first number be 0. That means there is nothing left to sequence. Not sequenced or under-sequenced requirements will have the "no" symbol, shown below.

Over-sequenced requirements will have a negative number as the first number. This means you have sequenced the requirement too many times. Either adjust the hours on the checksheet or in sequencing.

5. Flagged Courses: Check flagged courses to see if they have already been approved and implemented. If so, revert to the approved course by rebuilding them. If not, include a note in the communication notes when submitting the major map. Major maps may 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.

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:

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 checksheet and edit:

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.

<table>
<thead>
<tr>
<th>Term 3</th>
<th>32 - 47 Credit Hours</th>
<th>Critical course signified by ★</th>
<th>Critical course signified by ★</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ACC 232: Financial Accounting</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 5</th>
<th>65 - 79 Credit Hours</th>
<th>Necessary course signified by ★</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ACC 349: External Reporting</td>
</tr>
</tbody>
</table>

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 is not mandatory.

**Complete ENG 101 OR ENG 105 OR ENG 107 course(s)**

**Complete First-Year Composition requirement, ✔, optional**

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.

**Complete Mathematics (MA) requirement**

10. C, G, and H Completion Check: Term 6 (Term 6B for online) should have a necessary completion check for the General Studies awareness areas (Cultural, Global, and Historical).

**Complete Cultural Diversity in the U.S. (C) AND Global Awareness (G) AND Historical Awareness (H) course(s).**

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](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.

**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 you are not creating milestones for requirements that are actually GPA checks or course completion checks.

- Milestone: Must attend an iTeachAZ Enrollment Workshop

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 needed to be submitted for a permanent number in Curriculum ChangeMaker before the deadline for a fall 2019 effective date. (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:](image)
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
- Awareness areas: Cultural Diversity in the United States (C), Global Awareness (G), and 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 "Map is valid" in green at the bottom. If it does not say this, read what the major map is missing and make the necessary adjustments.